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**Objective**

Seeking a position in managerial departments where my management, leadership, and skill sets can be effectively utilized to improve company revenue & performance.

I have worked years in United Arab Emirates and would like to expand more to pass on my years of experience and my developments within a well reputed company.

The years of experience have given my insights in office and staff management, as well as directing the operations towards the rise of success of revenue.

**Work Experience**

**Currently**: looking for challenging position to utilize the following experience and grow currently working pt. job till find suitable position of growth of career upto 2016:

**Part time sales Ambassador –GSK Glaxo Smith Kline**

**Date: March 2014 – Dec 2014**

Very competitive atmosphere

Sales trained

Achieving targets

Attending brand lunch ups of products

**Chaloub Group-Brand Ambassador**

**Date: October 2012—Dec2013**

Brand Ambassador for Italian brand DSquared supply in big Fashion brand company

Sales and target Achieved daily

Customer service skills & Academy of sales certificate

Ability to deal with VIP people

Ability so excel in sales and performance

**Burjeel Hospital: Hospitality**

**Date: February 2010-April 2012**

Working with the management

Keeping track of payments

Using programs to update appointments

Coordinating with all Doctors and patients

Monitoring the schedules

**Hamptons International, Position: Office Administrator**

**Nov 2008- Oct 2010**

Keeping track of sales manager requirements, working under load, problem solving

Using Masker key program to enter closed deals and to issue checks and to upload projects made by the sales team.

Assisting sales team with data entry and to updated needed documents.

Working with Hampton gave me an experience in multi tasks, such as Marketing and TV PowerPoint presentations preparations, as well as HR assistant and HR requirements & IT assistance.

**Rasyat Real Estate, Position: Secretary/ Assistant**

**Date: March 2006-Oct 2008**

Handling office requirements by the branch manager, and assisting the chairman requests

Issuing payments and letters and follow up with customers

Data entry of deals using Master key Program, entering all sales deals on the system accordingly and tally them.

Keeping track of received incoming calls and outgoing calls via track sheets.

Attending cityscape exhibitions in ADNEC stands, introducing the offered project to guests & upselling.

**Personal Information**

**Employment Status**: Full time

**Birth Date**: 17 May 1983

**Gender:** Female

**Customer service Training**: Spearhead Training Certificate

**Chalhoub Training:** Sales experienced Certificate

**English**

Level: Expert | Spoken & Written

**Arabic**

Level: Expert | Spoken & Written

**Spearhead Training Certificate Customer Service**

**Chalhoub Certificate Sales Experience**