# Insta photo editor1439826191771.jpgAbdul

# Mobile: C/o 0505891826

Abdul.287172@2freemail.com

 **Available Immediately**

 **Objectives**

Aim to associate with progressive organization that gives me scope to apply my knowledge and skills with my hard work and patience and to be involved as a part of team that dynamically works towards the growth of the organization

**Academic Qualification**

* Intermediate of Commerce

**Computer Software’s**

* Accounting software (QuickBooks)
* Advance IT (MS Office)

**5 + Years Work Experience in Sales/cashier/inventory controller.**

**Organization : Golden Threads Traders (UAE)**

**Period : June 2009 – April 2014**

**Designation : Sales Representative**

The core activity of this division is all types of **fashion accessories**, imitation jewelry, crystals, tailoring materials and textiles. They also exports dress materials to GCC Countries. They had **5 branches in different parts of the UAE**.

**Organization : Paragon interior (Pvt.) Ltd. (Dealer of JOTON)**

**Period : 2015**

**Designation : Sales Officer**

The paragon interiors is leading company in Islamabad and Rawalpindi region in selling false ceilings, blinds, wall papers, wooden and vinyl floors.

**Responsibilities as Sales Representative.**

* Greeting customers who enter the shop.
* Assisting clients in finding the goods and products they are looking for.
* Advising and guiding clients on products selection.
* Satisfying customer queries.
* Being responsible for processing cash and card payments.
* Responsible dealing with customers complaints.
* Dealing with customers refunds.
* As cashier when required.

**Stock Maintenance**

* Be involved in stock control and management.
* Stocking shelves with merchandises.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Keeping up to date with special promotions and putting up displays.

**Personal Attributes:**

Creative | Insightful | Innovative | Organized

Personable | Adaptive | Communicator | Problem Solver

Self-motivated | Team worker | Multi-tasking

***Core Functional Skills:***

Effectively meet deadlines, achieve targets and work under pressure.

Accounting related computer literacy.

Excellent communication, written and verbal skills.

Effective presentation of complex issues.

High level of negotiation skills.

**Personal Information**

Age : 26 Years

Nationality / Location : Pakistan / Rawalpindi

Language known : English, Arabic, Urdu, Panjabi

 **Declaration**

I **Abdul** hereby declare that all the above information given in the resume is true and correct to the best of my knowledge and belief.

 Yours sincerely,

 **Abdul**