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| **NAJAM** | |
| **Al Jafiliya , Dubai  UAE** | **Mobile no: C/o 0505891826 Email:** [**nazam.325220@2freemail.com**](mailto:nazam.325220@2freemail.com) |

**Sales Associate**

**Diverse background in sales and customer care area. Eager to maximize sales and increase profits.**

**OBJECTIVES**

Looking forward to new challenge to be a part of a professional organization. As a good team player, where I can have the opportunity to make a positive contribution for business growth. To achieve career advancement and gain more experience.

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**PROFESSIONAL EXPERIENCE**

* **POSITION: Sales Associate  
  UAE experience   
  Company: Apparel GROUP (SKECHERS)   
   Date: October 2016 – Present**
* **POSITION: Sales Associate  
  Company: Almeera Retail Company ( Doha, Qatar)   
   Date: November 2012- August 2016**

**DUTIES AND RESPONSIBILITIES**

* Greets and welcomes all customers who enter the store
* Assist customers in locating merchandise
* Gives advice and guidance on product selection to customers
* Develops strong product information knowledge
* Processes cash and card payments
* Presents merchandise upon request
* Handling all complaint, refund, exchange and solving the problem on sales process
* Maintaining SOPs, ensuring all the standard met
* Dealing with back office, colleagues, supplier in a professional manner
* Always aware of my shop target doing the best achieve my objectives qualitative targets

**PERSONAL SKILLS**

* Well plans and organizes and flexible with the ability to finish the task on time
* Work well under pressure and can work with minimum supervision
* A good product employee, dependable and self-motivated
* Excellent customer service and public relation skills
* Dealing with multiple nationalities by respect , professionalism and commitments to business ethics and positive attitude
* Adapts well to change
* Trustworthy
* Team worker
* Verbal communication skills
* Phone skills

**EDUCATION** • BBA Running from Jaipur National University, India 2016 to Till  
 • Intermediate from Higher Secondary Education Board, Nepal 2009 – 2011  
**TECHNICAL SKILLS** • Retail Software (Navision / AX programme)  
 • MS Word, Excel and PowerPoint  
 • Outlook

**TRANNING**  
 • Document Control Management Skills from Qatar Center for Career Development,  
 Qatar

**PERSONAL DETAILS**  
NATIONALITY : NEPALESE  
Age : 26 years  
MARITAL STATUS : SINGLE  
LANGUAGES KNOWN : ENGLISH, ARABIC AND HINDI

**Reference:**   
On Request.