

**MEHER**

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**OBJECTIVE**



To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.



**PROFILE SUMMARY**



* An enthusiastic, self-motivated, reliable, responsible and hardworking person. I am able to work well both in a team environment as well as using own initiative.
* A good listener and quick learner, able to communicate well with a group and on individual level.
* A flexible person seeking employment which will allow development, growth and make use of my existing skills.



**KEY SKILLS**



* Strong motivational and leadership skills.
* Ability to produce best result in pressure situation.
* Excellent communication skills in written and verbal both.
* Ability to work as individual as well as in group.



**COMPUTER SKILLS**



* MS- word
* MS-Excel
* MS- PowerPoint
* Internet
* FoxPro
* Tally ERP 9



**EDUCATION QUALIFICATION**



* Completed Bachelors of Business Administration (BBA) from Anjuman Institute of Management and Computer Applications in 2016 with 83%.
* Passed higher secondary from Best Academy in 2013 with 81%.
* Passed high school from Anjuman Girls High School in 2012 with 60%.
* Primary Education at Gulf Indian High School, Dubai, U.A.E.



**AWARDS AND ACHIEVEMENTS**



* Participated in Management level fest and bagged first position in Management event.
* Participated and won various sports events in college.
* Organized State Level Management fest for Undergraduates.
* Awarded ‘MISS INTELLIGENT’ title in Best Academy.
* Awarded ‘Best Presenter’ in a workshop on Entrepreneurship.
* Students General Secretary (Head girl) during graduation.

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**WORK EXPERIENCE**



Organization: **MARINA TOURISM L.L.C, DUBAI.**

Position: **Administrative Services and Sales**

* Responding to incoming emails and phone enquiries.
* Maintenance of Office Administration details.
* Handling correspondence Documents and Secretarial works.
* Typing and processing tourist visas and posting in Ledger manually.
* Involved in e-marketing and telemarketing.
* Making quotations for tour packages.
* Listening to customers requirements and presenting appropriately to make a sale.
* Acting as a contact between the company and its existing customers.
* Attending team meetings and recording minutes of meetings.

Organization:

* **SHARAF DG in DCC – BRAUN Hair Straightener**
* **ARABIAN CONCEPT in WTC – RASNA**
* **PURPLE TREE in AL MAYA – TRANQUINI**

Position: **Promoter & Demonstrator**

* Generating sales by providing outstanding customer service.
* Utilizing special product knowledge.
* Maintaining awareness of all promotional offers and encourages the customer -to avail discounts on the products promoted by the store.
* Responsible in merchandising and display maintenance.
* Offering advice to the customer.
* Maintaining and arranging products availability on the floor of the store.
* Achieving the sales targets assigned by supervisor.



**PERSONAL DETAILS**



* Date of birth: 28th February 1994.
* Nationality: Indian.
* Visa Status: Residence (Father Sponsorship)
* Marital Status: Single.
* Hobbies: Playing outdoor sports.
* Languages known: English, Hindi, Urdu, Arabic and Kannada.

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