

Contact HR Consultant for CV No: 340135

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Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

I am an experienced, energetic and highly motivated goal oriented sales executive and public relations person, I have very good communication skills and very excellent in written and spoken English. i am a hard worker, with positive attitude, Seeking to obtain a goal oriented position in your organization where I may be able to utilize my skills in customer relations, customer care and public relations skills, working in a highly stimulating work environment. I am highly successful in achieving communications and optimizing business while delivering the highest standards in the competitive industry.

WORK EXPERIENCE

# Sales Executive

SNS PROPERTIES - Dubai - April 2014 to Present

SNS PROPERTIES

.Dealing with clients directly,

.Closing deals

.Client relationship management

.Advertising properties

.Taking clients for viewing of properties .Preparing reports and making presentations .Marketing.

DEBENHAMS STORE, ALSHAYA UAE

SALES

-Help customers make selections by building customers' confidence; offering suggestions and opinions.

-Recommend merchandise based on individual requirements.

-Manage customer service and administrative duties of the store

-Maintaining awareness of market trends and monitoring local competitors

-Responsible for ensuring high standard of presentation in the store

-Make sure that all available space in the shop is effectively utilized -Focus on maximizing the customers shopping experience.

-Maintain store standard by keeping it clean and tidy always

BUDDHA LOUNGE LAGOS -

PRO (Public Relations Officer)

* Identifying business opportunities by identifying prospects and evaluation their position in Industry:

researching and analyzing sales option.

* Ensure the highest quality of food and services concerning the lounge.
* Monitoring and maintaining good image of the lounge.
* Evaluating and adjusting daily schedules throughout the week.
* Assist with lounge employee evaluation.

. STARCOMM COMMUNICATION LTD

RECEPTIONIST / SECRETORY..

* Responsible for managing and directing front office.
* Provide Support to professional staff members.
* Responsible for creating Clients information.
* Preparing mails to clients and customers.
* Planning a Structured form that will help to organize meeting set up and improving Communication.
* Worked as communicator between the staff and president.
* Manage off site and internal function and others events.
* Responsible for helping in the Implementation and purchase of new electronic time keeping system.
* New streamline of archival designed
* Done various other duties and assigned.

SKILLS

Sales, marketing , management, clients relationship. best communication skills

CERTIFICATIONS/LICENSES

# RERA

ADDITIONAL INFORMATION

COMPETENCIES

-Career-Oriented, hardworking and highly organized.

-Efficient, reliable, able to handle multiple assignments under high-pressure.

-Willing to undergo training and be assigned in different areas of endeavors.

-Excellent customer/client relationship presentation, interpretation. interpersonal and communication skills.

-Honest, quick learner, productive and punctual.