# C:\Users\JSSHJ\Desktop\hifza\Pictures\20161123_132400.jpgHifza

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Email: hifza.344660@2freemail.com

As an ambitious individual with 3 years of sales experience I am often recognized for my commitment, motivation and customer interaction. Handling multiple tasks on daily basis competently and progressively under pressure.

* Data Analysis Research and Reporting
* Influencing and Negotiation
* Team work and Flexibility
* Initiative and Problem Solving
* Sound knowledge Ms Office
* Excellent Communication Skill
* Customer Service

# Experience

**Sales Executive**

**Jacob Sardini - January2016 – Present**

Responsible for doing as much as sale possible, making customer aware of our products quality and provide further assistance if required

* Cultivated relationships with clients and maximized business opportunities.
* Prepare, present and follow up with customers on quotations.
* Focused on maximizing the customers shopping experience.
* Keeping the record of sales
* Handling customer payments, refunds, complaints, compliments, etc
* Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits
* Maintain knowledge of current sales and promotions, policies regarding payment and exchanges

# Promoter

1. **Young Entrepreneur’s Competition, Dubai, UAE - March 2013, April2016**

Responsible for Organizing the stall and sale of Pakistani consumer goods. Maintaining records of sales & profit, managing stock availability and preparing invoices

1. **Emirates Vision Events Management – 2015**

Responsible for selling the tickets and allocation of seats and keeping the track of sales.

Establishing, maintaining and developing relationships with vulnerable people. Covering reception and greeting visitors mentoring and training new volunteers

1. **Gitex – 2014**

Providing information to customers about the product and advice if required

Making sure sales runs smoothly.

Providing product satisfaction to the customer and keeping record of sales

1. **Americano -2016**

Sampling products, explaining the customer about the price range and product availability and its offers, Influencing customer to purchase the product

1. **Canadian Beef -2016**

Sampling products, explaining the customer about the price range and product availability and its offers, Influencing customer to purchase the product

# Education and qualification

**The central school - 2016**

CBSE – Intermediate

**New Indian Model School - 2014**

CBSE – Metric

# Personal profile

Nationality: **Pakistan**

Visa Status: **Residential father’s sponsorship**

Residence location: **Dubai**

Languages**: English, Urdu**