TAYYABA

[TAYYABA.362690@2freemail.com](mailto:TAYYABA.362690@2freemail.com)

Career Objective:



A dynamic individual seeking an opportunity of challenging responsibility where my analytical and Communication skill will be an asset to an organisation. A job that gives me, opportunity to work with latest technologies, helps to update my knowledge, enhance my skill to innovative professional growth and give me satisfaction thereof. I am always eager to take new challenges as it grooms your personality and helps in professional and personal life. Always ready to provide active assistance and whole hearted support for achieving the organizational goals and objectives.

Personal Attributes: Highly self-motivated, a practical personality; with an analytical mind and have the ability to work under pressure and produce

Employment Profile:



Company Name : Raskhoon General Trading L.L.C.,

Dubai, U.A.E.

Period : Jan 2016 – Till Date

Designation : Sales Associate

Duties and Responsibilities:

* Getting Sales and Payment collections.
* Managing stock statement and accounts for the products sold/given to you for your sales outlet.
* Reporting on-time and opening the outlet.
* Providing customer service to all the customers reported on the outlet.
* Promoting company products and assure all the products and promotions are displayed according to the standard of the outlet.
* Ensure at the end of shift to prepare report of sales.

Company Name : IIMTS – International Institute of Management & Technologies Studies

Sharjah, U.A.E.

Period : Sep 2012 – Mar 2013

Designation : Academic Consultant.

Duties and Responsibilities:

* Interacting customers via Tele-marketing, and introducing new products to customers.
* Meeting and exceeding company goals.
* Establish quality atmosphere at work place by delivering consistent quality service, in order to achieve customer satisfaction.
* Providing new vision in academic fields, and offering new ways of learning to customers.

Company Name : Al Mawasim Engg & Co. LLC.

Sharjah, U.A.E.

Period : Jan 2011 – Mar 2012

Designation : Secretary.

Duties and Responsibilities:

* Working all kind of secretarial works.
* Updating data and product details.
* Arranging Meetings and doing presentation with the clients.
* Combines passion for marketing with the commitment to contributing to an organizations bottom line.
* Proven Success in interacting with clients & customer.\

Company Name : Al Tarafanah Internet Service

Sharjah, U.A.E.

Period : Jun 2007 – Nov 2010

Designation : Customer Service cum Net Café Attendant.

Duties and Responsibilities:

* Welcoming the customers by greeting and smile.
* Assisting the customers for their needs.
* Providing customer service and assisting customers in internet related activities.
* Preparing daily sales report.
* Responsible for the daily/monthly remittance of the cash received from the daily sales.
* Very active in problem solving and providing solutions to customers regarding their issues with e-mail ID’s, internet surfing and internet related activities.
* Responsible for updating customer records, updating computer applications, installation, photo editing and troubleshooting.

Company Name : Pakistan Islamia Higher Secondary School,

Ajman, U.A.E.

Period : Sep 2006 – Mar 2007

Designation : Teacher.

Duties and Responsibilities:

* Educating Children for kindergarten.
* Responsibility to take care of young children’s and provides service and understands the needs of small children’s.

Company Name : Promotions Indoor / Outdoor

Period : Part-Time Work

Designation : Promoters

Promotional Assignments:

* Worked in Shopping malls and Dubai Shopping Festival as promoter.
* Worked as Promoter for Al Haramain Perfumes – Dubai.
* Worked as Promoter for Kawla Spices – Sharjah.

Strength:



* A keen sense of urgency, commitment to timely deliverables & strong commercial acumen are the attributes which I follow while working with an organization.
* Good interpersonal, written & oral communication skills.
* Develop ability to work in a fast-paced atmosphere.
* Organizing and planning tasks according to performance standards.
* Quick decisions on crucial stages.
* Ability to work within a team, under pressure and in a multitasking environment.
* Self-motivated & possess excellent communication & customer interfacing skill.
* Ability to grasp new concept easily & quickly.
* Creative Mind, Good Capability of Learning, Qualities of Leadership, Hardworking and Ambitious.
* Providing customer satisfaction is utmost priority and creating new ideas for promoting products and offers.

Education:



* Higher Secondary School Certificate from Pakistan Islamia Higher Secondary School in 2003. Sharjah, U.A.E (Majors: - Biology, Physics, Chemistry).

Computer Skills:



* Excellent Knowledge of All kind of Operating Systems.
* Well versed in MS office packages like MS word, MS Excel, MS PowerPoint, and MS Publisher etc.
* Good knowledge of Graphics Designing and well versed in programs like Adobe Photoshop, CorelDraw, and MS Font-Page. In addition good knowledge of Photo editing.
* Knowledge of assembling computers, installing software’s, troubleshooting and customer support.
* Excellent internet skills in e-mailing, search and browsing.
* Proficient with knowledge of computers with good typing skills.

Personal Profile



Date of Birth : 22nd Jun 1986.

Marital Status : Single

Nationality : Pakistani.

Religion : Muslim.

Visa status : Employment Visa

Languages Known : English, Urdu, and Hindi.

Driving License. : Under Process.