**Sharel**

**Sharel.372214@2freemail.com** ****

**OBJECTIVE**

I am aspiring to become part of an organization that provides opportunities to young talent and enables them to grow into the next generation of achievers through an interesting role which will enable me to enter the corporate world and allow me to develop the knowledge attained through my education.

**WORK EXPERIENCE (3+ years)**

**Employer: Audio Video Concepts (AVC) and DLC events Freelance assignments**

**Designation: Video Technician and Hostess**

* Meet & greet potential clients and provide recommendation of suitable accessories that cater to their needs and ensuring no client is left unattended
* Responsible for stocking and management of products
* Ensure the speakers presentation is updated and presentable to the audience on the projector
* Good knowledge about Power point presentations, PDF file, Microsoft Word and Adobe Reader

**Employer: Samsung Electronics (DWTC) Mar 2017 to Apr 2017**

**Designation: Freelance Promoter**

*Event: Gitex*

* Meet & greet potential clients and provide recommendation of suitable accessories that cater to their needs and ensuring no client is left unattended
* Responsible for stocking and management of products
* Ensuring that the assigned podium is presentable and in line with the brand marketing strategy
* Achieved sales target and received verbal recognition for high value sales
* Accountable for time sheet management of staff at event and sales record management

**Employer: Dubai Duty Free (Emirates Terminal 3) Mar 2016 to Apr 2016**

**Designation: Freelance Promoter**

*Product: Seiko watch brand (GPS watches)*

* Meet & greet potential clients and provide recommendation of suitable watches that cater to their needs and ensuring no client is left unattended
* Responsible for stocking and management of products
* Ensuring that the assigned podium is presentable and in line with the brand marketing strategy
* Achieved sales target and received verbal recognition for high value sales
* Responsible for coaching and management of new staff and guiding of existing staff by acting as team leader on the job
* Accountable for time sheet management of staff at event and sales record management

**Employer: Meydan Dubai Mar 2014/ Mar 2015/Mar 2016**

**Designation: VIP Hospitality Hostess**

*Event: Dubai World Cup 2015 & 2016*

* Meet and Greet VIP Customers
* Responsible for daily VIP customer arrival schedule management and coordination of commute
* Management of arrival records and maintenance of non-arrival reports for further transmission to the management
* Responsible for catering to the needs of the designated VIP guests throughout the event and where required provided tailored solutions as per the guests requirements
* Preparation of VIP pack for guests as per their race events and ticket standard
* Responsible for complaint management & record keeping
* Other administrative duties

**Employer: Dubai Duty Free (Emirates Terminal 3) Jun 2015 to Aug 2015**

**Designation: Freelance Promoter**

*Product: Casio watch brand (Oceanus, G-shock, Edifice)*

* Meet & greet potential clients and provide recommendation of suitable watches that cater to their needs and ensuring no client is left unattended
* Achieved sales target and received verbal recognition for high value sales
* Responsible for stocking and management of products
* Ensuring that the assigned podium is presentable and is in line with the brand marketing strategy
* Responsible for coaching and management of new staff and guiding of existing staff by acting as team leader on the job
* Accountable for time sheet management of staff at event and sales record management

**Employer: Tildenet Co UK Feb 2013 to date**

**Designation: Business coordinator**

*Product: Shade netting*

* Email based Liaison with customers and stakeholder
* Handling of customer calls, enquiries & price quotation of products
* Cheque collection
* Delivery & Transport coordination
* Other administrative work like documentation, data entry, etc

**Employer: Sephora Beauty Brand May 2014 to Oct 2014**

**Designation: Freelance Promoter**

*Product: Huda Beauty products*

* Meet & greet potential clients and provide recommendation of suitable beauty products that cater to their needs and ensuring no client is left unattended
* Achieved sales target
* Stocking and product management
* Ensuring good presentation of the assigned podium in line with the brand marketing strategy
* Responsible for coaching and management of new staff and guiding of existing staff by acting as team leader on the job
* Accountable for time sheet management of staff at event and sales record management

**ACADEMIC QUALIFICATIONS**

* Currently enrolled for Undergraduate program – Bachelors of Science in International business, from Madonna University, Michigan, USA – 2nd year - (Evening shift 7 – 9 pm)
* Received Diploma in Business Administration (09 Jan 2017) from City of London College.
* Completed 12th Standard Examination (CBSE Board) from Sharjah Indian School UAE – March 2015 – 76.4%

**TECHNICAL SKILLS**

Working Knowledge & Proficiency in:

* MS Office Applications (Word, Excel, Outlook)
* Windows Operating System & Internet, Email
* Social networking

**OTHER ACHIEVEMENTS**

* Actively volunteered for various church events & other charitable causes
* Received proficiency certificates in extracurricular activities such as declamations, elocutions, debates, sports, art competitions, etc.
* Actively assisted in organization of school & college events.
* Head prefect during the academic year 2013 – 2014.
* Performed at various outdoor stage shows/events as a dancer. Member of a dance troop.

**SKILLS AND COMPETENCIES**

* Energetic, Target driven & self-motivated
* Strong interpersonal skills
* Customer Oriented & a team player
* Efficient problem solving and issue management skills
* Multi-tasking by effective prioritization
* Strong organization & negotiation skills
* Excellent correspondence skills

**PERSONAL DETAILS**

**Date of Birth :** 11.03.1997

**Nationality** : Indian

**Visa Status :** Father’s Sponsorship

**Driving License** : Valid UAE driver’s license

**Languages :** English, Hindi (Read, write and speak fluently)