**Sharon**Email Address: [Sharon.379702@2freemail.com](mailto:Sharon.379702@2freemail.com)

Address: Dubai UAE   
  
With valid **UAE Driving License**Visa Status: **Spouse sponsored visa**

**OBJECTIVE**

To attain people oriented skills and gain experience in root level as well as corporate level management. Working consistently in meeting, achieving and whenever possible exceeding client set objectives to make the business more profitable.

**COMPETENCIES**

* Strong Analytical and Reporting Skills
* Excellent command of the English Language
* People-oriented
* Proficient in Microsoft office (Word, Excel, PowerPoint and Salesforce)
* Adept in exploring new Business Opportunities
* Can work under pressure
* Good multi tasking skills
* Well-organized
* Goal Oriented

**PROFESSIONAL EXPERIENCE**

**MEDICAL SALES REPRESENTATIVE  
Biomed Healthcare Trading LLC, Dubai (September 2015 – Present)**

**Job Description**

* Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.
* Answer Doctors, Nurses, Hospital staff questions about products, prices, availability, or credit terms. Emphasize product features based on analyses of customers' needs and on technical knowledge of product capabilities and limitations.
* Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
* Prepare sales contracts for orders obtained, and submit orders for processing.
* Select the correct products and assist Doctors, Nurses and Midwives in making product selections, based on customers' needs, product specifications, and applicable regulations.
* Attend sales and trade meetings, and read related publications to obtain information about market conditions, business trends, and industry developments.
* Initiate sales campaigns and follow marketing plan guidelines to meet sales and production expectations.
* Visit establishments to evaluate needs or to promote product or service sales.
* Inform customers of estimated delivery schedules, service contracts, warranties, or other information pertaining to purchased products.
* Prepare sales presentations or proposals to explain product specifications or applications. Complete expense reports, sales reports, or other paperwork.

**CLIENT RELATIONS EXECUTIVE – IMMIGRATION SERVICES  
Premiers Management Consultancy, Dubai (September 2013-January 2015)**

**Job Description**

* Learning, coordinating and implementing the Customer Service Management software.
* Generating sales for the company.
* Supervising daily activities of the assigned department
* Works very closely with clients to understand their requirement, identify the best place to migrate & complete the necessary assessment.
* Enthusiastically assist clients in processing their application for skilled migration to Canada & Australia
* Guide clients step by step towards successful skilled immigration
* Completely resolve customer complaints and issues to clients’ complete satisfaction.
* Objectively qualify and examine documents submitted by clients to ensure it meets standards for immigration.
* Complete review of reports and make necessary recommendations on amendments for improvement.
* Thorough follow up with clients on pending required documents that are mandatory to complete application submission.
* Accurately prepare complete, concise and accurate applications to be lodged to relevant Immigration assessment bodies.
* Communicate with clients through a variety of means—either in person; by telephone or e-mail.
* Communicate and coordinate with internal departments.

**BUSINESS DEVELOPMENT EXECUTIVE**

**Benelux Freight & Logistics LLC, Dubai (January 2013- September 2013)**

**Job Description**

* Marketing the various logistics solutions offered by the company.
* Lead generation by way of research using business publications and the internet.
* Provide the best suitable option to Clients for their Cargo requirements.
* Communicating with clients via telephone, face-face or written communication.
* Liaise with existing clients and ensure business continuity.
* Maintain accurate records of all contacts and clients.
* Provide a weekly report of activity, sales and new clients.
* Scheduling meeting with prospective clients, to understand their export or import volume and their indications in terms of prices.
* Participating in Bids.

**ADMINISTRATIVE ASSISTANT  
International Grout Operations Pvt. Ltd., Mumbai (November 2010 - November 2012)**

**Job Description**

* Assist with planning of internal and external audits, and society events.
* Maintenance of Technical Library, including ISO, IMCA certificates, guidelines. Ensuring all certificates and books are up to date.
* Member Management, including emails, reminders, member roster and records of financial.
* Counseling for candidates interested in being a “Commercial Diving “for the oil Industry.
* Assisting Individuals in registration, budgeting and providing information for Air and Saturation Diving.
* Co-ordination with “The Underwater Center” (Scotland) in registration of new students.
* Ensuring Smooth completion of course.
* Providing candidates with job opportunities.
* Invoicing and purchase of office supplies and stationary.

**Blackberry Technician  
3 Global Services., Mumbai (February 2010 –November 2010)**

**Job Description**

* Blackberry technician – For Australian process.
* Solving Blackberry related issues, both hardware and software.
* Dealing with customer queries.
* Issuing a new handset, in case of Factory Damage.
* In case of a Reception blackout, report to Australian technicians, in order to solve the issue.

**EDUCATIONAL BACKGROUND**

* **BACHELOR OF ARTS – PSYCHOLOGY & SOCIOLOGY**

2006-2009

Mumbai University, Mumbai, India

* **Pre University (Higher Secondary School)**

2004-2006

St. Xavier's, Mumbai, India

**REFERENCE**

Available upon request