**Sameera**

Email: sameera-396834@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>



**Objective:**

I’m a self-motivated individual with ability to work hard, especially in the fields of marketing, sales and customer service. In quest of a challenging, career oriented position, where I can utilize my skills and that allows growth for professional learning.

**Core Competencies:**

Persuasion – Creative thinking – Lead Generation – Handling Paperwork & Documentation – Ability to work under pressure – Meet Sales targets & deadlines – Personnel Assessment – Training & Development – Customer Service.

**Work Experience:**

**Company: 1. Security Industry Regulatory Agency** - **UAE Position: Team Player**

* + - Estimating attendance numbers
		- Creating audience personas
		- Inviting and taking care of VIPs
		- Selecting a venue
		- Doing the site walkthrough
		- Choosing a caterer
		- Developing a menu related to how many people will attend
		- Creating table seating arrangements
		- Selecting speakers, sessions, and topics
		- Detailing the program of activities
		- Creating a schedule of events, including timing and content
		- Scheduling entertainment
1. **Gulf Research & Marketing Consultancy, UAE Position: Field Interviewer**
	* Collaborate with other researchers in the planning, implementation and evaluation of surveys.
	* Conduct research to gather information about survey topics.
	* Conduct surveys and collect data, using method such as interviews, questionnaires, focus groups, market analysis surveys, public opinions polls and file reviews.
* Determine and specify details of survey projects, including sources of information.
* Direct updates and changes in survey implementation and methods.
* Monitor and evaluate survey progress and performance, using sample disposition reports and response rate calculations.
* Produce documentation of the questionnaire development process, data collection methods, sampling designs and design related sample statistical weighting.
* Review, classify and record survey data in preparation of computer analysis.

Education:

**University of Business and International Studies** Expected to Graduate In 2021

**Bright Future Training Institute- UAE** High

School Diploma

**Crescent English School, UAE**

Primary Education

**Computer Skills:**

MS Office Suite (Word, Excel, PowerPoint)

Design Process Flows and presenting via Flow Charts – Content Presentation.



Name

D.O. B

Marital Status

Religion

Nationality

Language**:**

Sameera

11-01-2001

Single

Islam

Bangladesh

English, Urdu, Bangla, Hindi, Arabic

***References can be furnished upon request.***