***PUTRI***

Email : putri.265127@2freemail.com

Dubai, United Arab Emirates

***Objective***

Seeking a position as sales person in your company.

I am able to speak both English and Bahasa Indonesia.

I have the following qualification and experiences

I will appreciate very much if you are able to consider me for the above job.

***Academic Qualification***

Bachelors degree in Economic Management,University of UPN,Indonesia (1994 -1999)

***Experience***

Company : Mulia Ceramic Industry ,Indonesia

Industry : Ceramic Tile

Position : Quality System Department Staff

Period : 2000 – 2002

Responsibilities : Sales assistant/ sales manager

***Key Skills :***

* Exceptional written and oral communication skills
* Ability to work under pressure and tight deadlines
* Attention to detail
* Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
* Honesty and reliability
* Excellent interpersonal skills

***Work Responsibilities :***

* Prepare sales action plans and strategies
* Selling to general public
* Schedule sales activity
* Develop and maintain a customer database
* Develop and maintain sales and promotion mater
* Develop sales proposals
* Maintain sales activity records and prepare sales reports

***Hair and Beauty Salon***

Position : owner

Period : 2011 – 2014

***Work responsibilities :***

* Selling products in my salon
* Completing paperwork
* Handling complaints from both staff and customers
* Make sales calls to new and existing clients
* Respond to sales inquiries and concerns by phone, electronically or in person
* Ensure customer service satisfaction and good client relationships follow up on sales activity
* Participate in sales events
* Financial responsibilities
* Helping with promotional events
* Personnel duties
* Generating monthly budgets

 ***Computer Literacy***

* Basic operating systems such windows 7
* good typewriting skills

***Professional Strength***

* Excellent communication and interpersonal skills
* Efficient and effective team player
* Maintain positive attitude in face of changes in work assignments

***Personal Details***

Date of birth : January 23, 1976

Nationality : Indonesian

Marital Status : Single

Languages Known : English & Bahasa Indonesia

Visa Status : Visit Visa (Valid till 11th March 2016)