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| **NAJAM**  |
| **Al Jafiliya , Dubai UAE** | **Mobile no: C/o 0505891826Email:** **nazam.325220@2freemail.com** |

**Sales Associate**

**Diverse background in sales and customer care area. Eager to maximize sales and increase profits.**

**OBJECTIVES**

Looking forward to new challenge to be a part of a professional organization. As a good team player, where I can have the opportunity to make a positive contribution for business growth. To achieve career advancement and gain more experience.

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**PROFESSIONAL EXPERIENCE**

* **POSITION: Sales Associate
UAE experience
Company: Apparel GROUP (SKECHERS)
 Date: October 2016 – Present**
* **POSITION: Sales Associate
Company: Almeera Retail Company ( Doha, Qatar)
 Date: November 2012- August 2016**

**DUTIES AND RESPONSIBILITIES**

* Greets and welcomes all customers who enter the store
* Assist customers in locating merchandise
* Gives advice and guidance on product selection to customers
* Develops strong product information knowledge
* Processes cash and card payments
* Presents merchandise upon request
* Handling all complaint, refund, exchange and solving the problem on sales process
* Maintaining SOPs, ensuring all the standard met
* Dealing with back office, colleagues, supplier in a professional manner
* Always aware of my shop target doing the best achieve my objectives qualitative targets

**PERSONAL SKILLS**

* Well plans and organizes and flexible with the ability to finish the task on time
* Work well under pressure and can work with minimum supervision
* A good product employee, dependable and self-motivated
* Excellent customer service and public relation skills
* Dealing with multiple nationalities by respect , professionalism and commitments to business ethics and positive attitude
* Adapts well to change
* Trustworthy
* Team worker
* Verbal communication skills
* Phone skills

**EDUCATION** • BBA Running from Jaipur National University, India 2016 to Till
 • Intermediate from Higher Secondary Education Board, Nepal 2009 – 2011
**TECHNICAL SKILLS** • Retail Software (Navision / AX programme)
 • MS Word, Excel and PowerPoint
 • Outlook

**TRANNING**
 • Document Control Management Skills from Qatar Center for Career Development,
 Qatar

**PERSONAL DETAILS**
NATIONALITY : NEPALESE
Age : 26 years
MARITAL STATUS : SINGLE
LANGUAGES KNOWN : ENGLISH, ARABIC AND HINDI

**Reference:**
On Request.