**SAIMA**

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|  |  |  |  |  |  |  | Email: saima.388749@2freemail.com  |  |
| **EMPLOYMENT DETAILS** |  |  |
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|  |  | **EDUCATION** |  |  |  |  |  |  |  |
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|  |  | **DEGREE** | **UNIVERSITY/INSTITUTE** | **YEAR OF PASSING** |  |  |
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|  |  | **H.S.C** | **Mumbai** University |  | **2012** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **SSC** | **Mumbai** University |  | **2010** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **WORK EXPERIENCE** |  |  |  |  |  |  |  |



* **Store Sales Executive,** 28thSeptember 2018 to 1stMarch 2019 working in **Dar Al Amani, in**

**Dubai Festival city Mall, Dubai,**

* Welcoming Guest in friendly and Professional way.
* Providing information about product and guide for a right choice.
* Responded to the Customer Question, concern & complaints and make sure they leave satisfied.
* Cleaning and Dirty all areas to standard cleanliness with in time time limit.
* Deliver excellent customer service.
* Provide correct advice to the customer to make maximize sale.
* Give best to achieve monthly sales target.
* Handling (DSR) – Daily Sales Report & Inventory.
* Handling Store Cash and Making Customer Bill
* **Senior Sales Executive**, 30ThOct 2015 to 1stSeptember 2018 working, At **Vertex**, millenniumbusiness park, **Mumbai**.
* Manages, Sales Target every month
* manage Back office works like maintain Database
* Email to the Sales manager for Update Daily sales Target.
* Per day Create 2 leads to Achieved 30 Lac per Month Target, as per company Sales Policy.
* **Cashier**, September 14th2014 to oct 15th2015 At **A 2 Z collection** in Mumbra, Mumbai.
* Working as a Cash Collector in Sales Department.
* Coordination with the Customer for the Sales and advice customer for the right Choice.
* Making purchasing bill for customer.
* handling daily sales inventory and stock variance.
* **Customer Service Associate**, Dec 23rd, 2013 to Aug 31st2014, At **Reliance**, Dhirubhai, Ambani,
* knowledge, Navi Mumbai, Mumbai
* Working in Retention Department as a Customer Service Associate.
* Dealing with Customer for re Active Account and policy
* Receiving Incoming Calls.

**COMPUTER SKILLS**

* **Operating Systems: Windows**
* **Software:** MS Office–Word, Excel,
* Oracle Database and Outlook
* **Basic knowledge of Hardware**

**Work Experience: Total Experience ( 4 ) years.**

**Personal Details:**

Name

Date of Birth

Saima Akbar Badsha Shaikh

14/10/1993

Gender

Female

Nationality

Indian

Passport No

G1736954, Valid Up to - June 13th

2017

Languages Known

English, Hindi, Urdu (Reading & Righting)

Hobbies

**Reading Books**, News Paper

**Travelling,**

more you travel more you Learn,

**watching movies,**

watching movies you can learn many things.

***Personal Statement:***

To use the knowledge and expertise I have gained to the fullest and help the organization to achieve its goals. I want to explore new areas and face new challenges and become an expert in managing people. I am looking for a profile that will help me to add to my skills and my Knowledge.