**Smaim**

Dubai, United Arab Emirates

E-mail Address: smaim-397846@gulfjobseeker.com

**OBJECTIVE STATEMENTS**

**Obtain a worthy position at your company where my skills can be useful for the progress of the company and can be polished by the environment at the same time. Committed to work hard for appraisals and harder for the progress of the company.**

**STRENGTH**

* Strong work ethic, collaborative and can work with or without supervision.

**WORK EXPERIENCES**

* **in Dubai – United Arab Emirates**

**Position:** Sales Executive

**Duties and Responsibilities:**

* Managed the sales of goods and services over telephone directly with customers. (Telesales)
* Commission- based job.
* Met every month’s sales targets
* Entitled as employee of the month for meeting my monthly targets.
* Managed stocks and sales accurately, maintained quality services to the customer by providing adequate knowledge about the product.
* Greeted customers and ascertained what each customer wanted or needed.
* Opened and closed cash registers, performed tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

**Length of Service: Oct. 2018 to May 2020**

**Metro Garments, Sialkot-Pakistan**

**Position:** Salesman

Duties and Responsibilities:

* Maintained clean and orderly appearance of register/checkout area;
* Greeted customers entering the establishment in a courteous manner;
* Greeted and acknowledged every customer at the register/checkout counter;
* Maintained an awareness of all products, including promotions and advertisements;
* Ensured that all sales are recorded and accompanied by the proper sales slips;
* Received payment by cash, cheque, credit cards, vouchers, or automatic debits;
* Accurately issued receipts, refunds, or change due to customers;
* Sorted, counted, and wrapped currency and coins;
* Calculated total payments received during a time period, and reconcile this with total sales

**Length of Service: December 2016 to August 2018.**

* **Gorsi IT Solutions-Pakistan**

**Position:** Data Entry Admin

**Duties and Responsibilities:**

* + Entered customer and account data from source documents within time limits.
	+ Compiled, verified accuracy and sorting information to prepare source data for computer entry.
	+ Reviewed data for deficiencies or errors, correcting any incompatibilities and checking output.

**Length of Service: Jan 2014 to Sept 2016.**

**SKILLS**

* Adobe Photoshop CS6
* HTML (Beginner)
* Word Press and Blogging
* Social Media Marketing
* Google Adwords
* Microsoft Office

**LANGUAGES**

Fluent in Arabic, English and Urdu

**EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
| ➢ **Secondary** | **Superior Group of Colleges, Sialkot, Pakistan** |
|  |  |  | Intermediate in Computer Science |
|  |  |  | Year 2011-2013 |
|  |  |  | Sialkot, Pakistan. |
| ➢ **Primary** | **Pakistan Islamia Higher Secondary School** |
|  |  |  | Sharjah, U.A.E. |
|  | **Personal Data** |  |  |  |
|  | **Birth Date** | **:** | **January 20, 1993** |
|  | **Birthplace** | **:** | **U.A.E.** |
|  | **Gender** | **:** | **Male** |
|  | **Civil Status** | **:** | **Single** |
|  | **Citizenship** | **:** | **Pakistan** |
|  | **Visa Status** | **:** | **Cancelled** |