

TANZEEM FATMA

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Deira, Dubai, U.A.E

Passport No: R9865894



THE COVER LETTER

To:

Human Resources Manager

Dear Sir/Madam,

I am an experienced sales marketing and customer service management professional having more than 5 Years' work experience. I am confident that I would be a perfect fit for this role, as my experience and ability preciously match your requirement.

Throughout my career I have been known as a Passionate, Ambitious, quick learner, self-starter, and a dedicated worker. I have demonstrated my ability to handle a variety of tasks effective and deliver on deadlines. Although I work well independently, I am equally comfortable working as part of a team.

I am convinced that I can make an immediate contribution toward the growth of your company, and would hope that we may explore this opportunity further at your convenience.

Please contact me if my qualifications match your current opening in order to further discuss my background.

Sincerely,

Tanzeem Fatma



TANZEEM FATMA

Sales, Marketing and C.S.R
Management Professional



Dubai, U.A.E



+971-506496573



fatmatanzeem786@gmail.com

PERSONAL DATA

Gender : Female
Marital Status : Single
Nationality : Indian
Passport No : R9865894

VISA STATUS:

Visit Visa

LANGUAGES KNOWN:

- English
- Hindi
- Urdu

OBJECTIVE:

To secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

SUMMARY OF SKILLS:

- Excellent Communication & Presentation Skills
- Relationship Building Expert
- Organized and efficient
- Innovative Marketing Solution
- Customer Service Expert
- Advanced Problem Solving Skills to Resolve Complex Issues
- Strong upbringing in corporate marketing, broadcast media, and Technical skills
- Efficient in all Microsoft Office Programs

PROFESSIONAL EXPERIENCE:

SALES OFFICER

ORGANIZATION: L C B(banking DSA),

Duration: 5/6/2020 - June till now

Duties & Responsibilities:

CREDIT CARD SALES FOR: Deem finance ,Emirates Islamic ,ADCB,ENBD

- Attended sales training and orientation program conduct by senior bankers.
- Identifying sales opportunity n generating leads through telesales, cold calling and referrals.
- attending
- Delivering a first class service to both new and existing customers.
- Maximizing any cross selling opportunity and built meaningful relationship with customers.
- Hitting challenging targets of my own and also contributing to the performance of the whole team.

SALES PROMOTER

ORGANIZATION: NMC TRADING COMPANY, DUBAI U.A.E



MARCH 2019 TO TILL 31st May2020

Duties and Responsibilities: (Sales Promoter)

- Sales promoter in Himalaya Beauty product worked in Midriff Center Carrefour, Century Mall Carrefour, Lulu Barsha, LuLu Village, IBN Battuta Carrefour
- Greeted the customers and generated sales by providing outstanding customer service
- Looking online Sales & Marketing in international Markets
- Consistently seeking new product knowledge to act as an expert for the customer.
- Work as a team player to ensure each customer receives the best service possible
- Approached customers through events to introduce them to new products
- Promoted promotional offers, communicated with customers, made clientless and maintained contact with them and made phone calls to invite customers to try new products.
- Oversaw weekly monthly and quarterly sales goals and daily business reports.
- Promoted and served customers' needs and concern, to provide quality.

SALES EXECUTIVE

**ORGANIZATION: YES BANK BRANCH: GOMTI NAGAR LUCKNOW INDIA UP
OCTOBER 2017 – SEPTEMBER 2018**



Duties & Responsibilities:

- Identifying sales opportunity n generating leads through telesales, cold calling and referrals.
- Maximizing any cross selling opportunity and built meaningful relationship with customers.
- Hitting challenging targets of my own and also contributing to the performance of the whole team
- Accurately processing all financial services transactions.
- Attending business development and networking events.
- Delivering a first class service to both new and existing customers.

SALES EXECUTIVE (BUILDERS/CONTRACTORS)

**ORGANIZATION: VARIANT BUILDERS (PVT) LTD, INDIA
OCTOBER 2015 – AUGUST 2017**



Duties and responsibilities

- Promote properties through digital media(face book, linkdin,99acre etc) and print media(pamphlets, newspaper, canopy)
- Generating business through cold calling, Telesales, &referrals
- Interview clients to determine what kinds of properties they are seeking.
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases
- Coordinate property closings, overseeing signing of documents and disbursement of funds.

CERTIFICATION & ADDITIONAL SKILLS:

- Successfully completed the project management training in BYC Sparta Training & Management Company
- Secured First Prize for business plan in competition held at Techno Institute of Management
- Secured Second Prize for Marketing Game in competition held at ICCMRT College of Management,

EDUCATION & QUALIFICATION:

- | | | |
|--|---|------------------|
| • Post Graduate Diploma in Management (2 YEARS DURATION)
(From Techno Institute of Management Science India) | - | 2013-2015 |
| • Bachelor of Commerce (3 YEARS DURATION)
(Awadh University India) | - | 2009-2011 |

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted.

TANZEEM FATMA