



Maham Fatima

📍 Dubai, UNITED ARAB EMIRATES

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Professional Summary

Confident Sales Assistant providing excellent customer service thanks to exceptional people skills and dedicated work ethic. Experienced in customer service, and in providing accuracy and efficiency in day-to-day store tasks. A strong team player, proficient in monitoring security and serving diverse customer needs.

Friendly Sales Assistant specializes in retail apparel sales. Customer service expert knowledgeable about on-trend fashions and products. Brings excellent experience in major brand sales within fashion-forward customer demographic.

Work History

06.2017 - 11.2018

Assistant Sales Manager

Gourmet Foods LTD - Bahawalpur, Pakistan

- Managing outlets staff and sales
- Daily, weekly & monthly reporting to outlet manager
- Taking care of customers service quality

02.2019 - 01.2020

Customer Service Advisor

Blue Eight Car Detailing - Dubai, United Arab Emirates

- Performed in-depth research to answer more complex questions.
- Employed to manage and resolve meaningfully resolve customer complaints.

01.2020 - 08.2021

Sales Assistant

Dubai Driving Center - Dubai, United Arab Emirates

- Managed efficient till operations, including scanning items, processing payments and issuing receipts.
- Provided service with a smile, offering courteous, helpful advice to best-meet customer needs.
- Assisted customers with signing up for store loyalty programs and provide details about key benefits.

Skills

- Good Communication Skills
- Very Energetic result oriented and organized
- Have a high respect for customer service
- Practical skills for using tools
- Ability to work long hours
- Ability to work under pressure
- Pleasant personality, Self-motivated and hard working
- Responsible and Energetic
- Easy settle in team work and environment
- More competent and honest

Education

- 01.2020 Masters in English Literature, Islamia University - Bahawalpur Pakistan Continued.....
- 01.2018 Associate Engineering 03 years, Computer Information Technology, Women Technical College Bahawalpur - Bahawalpur Pakistan
- 01.2016 Inter Level, Faculty of Arts, Government College - Bahawalpur Pakistan
- 01.2014 Matric ,Al Noor Higher Secondary School - Bahawalpur Pakistan

Languages

English, Urdu, Punjabi, Hindi.