



Maham Fatima

📍 Dubai, UNITED ARAB EMIRATES

📞 +971509036002

✉ mahanfatima029@gmail.com

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.