

# LUBNA REHMAN



## Contact

**Address:** Dubai, United Arab Emirates

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## Languages

**English** – Fluent  
**Urdu** – Native

## Education

Intermediate, Pakistan.

## Personal Info

**Father** : Abdul Rehman

**Nationality** : Pakistani

**Marital Status:** Single

**Visa Status** : Employment

## REFERENCES

Available on request

## PROFESSINOL PROFILE

- Sales Associate with 8+ years of Experince in retail environment. Recognized for ability to communicate with customers and provide exceptional service that ensures client retention and positive feedback. Proven ability to increase sales thorough upselling cross selling techniques.
- 2 years work as a store supervisor,
- Led team up to 6 salespeople, motivating them to increase sales while promoting brand recognition and loyalty.

## Skill Highlights

- Extensive experience
- Excellent grasp of cosmetology with regard to makeup application
- High multitasking and organizational abilities under high pressure
- Can work effectively as an individual or team environment
- Customer-oriented services skills. Also, discipline, confident and positive attitude towards customers
- Project management
- Strong decision maker

## Experience

### LIVING HOME REAL ESTATE, Dubai UAE

#### SALES EXECUTIVE & Team Leader (PRESENT)

- Arrange property from area maintained list of available properties and sites.
- Advertise properties on Dubizle, Bayut and other online platforms.
- Receive calls and inquiries regarding properties and make appointment for viewing.
- Code properties to client as per clients requirements and explained about sqft ,facilities , utilities area etc
- Make Deal between owner and client negotiate property price.
- Collected security deposit on behalf of owner.
- Make tenency contract , arrange cheques from client complete payments and handover to landlords.
- Help to client for Ejari , Empower , Dewa and Lotah conection
- To make sure all the maintenance work and deep cleaning is

## **Apparel Group LLC (Rituals – Made in Amsterdam) & (Bottega Verde)**

### **Store Supervisor & Sales Associate Dubai, UAE (May 2016 till April 2020)**

- Develop and implement back of house policies Which includes the management and processing of Truck and merchandise to the Sales Floor
- Oversee inventory management task, store supplies and front end operations, includes safe management and cash handling.
- Work closely with the store manager and managed and train Sales associate.
- Makes a Schedule of staff as per the manager instructions.
- Comprehensively responding to customer queries on beauty products to enhance sales.
- Prepare reports on returned and / or damaged beauty products.
- Maintain appearance, inventories, and reports of the department/ making stock requests.
- Responsible for transactions payment through automatic debits, vouchers, credit cards, check and cash.
- Managing till reports such as daily sales, inventory updates, stock arrival, administrative files, etc.
- Visual Merchandising, Makeover, Ensuring up selling and cross-selling of products

## **Yash Fashion (Paese Cosmetic – Made in Poland)**

### **Makeup Artist - Dubai, UAE (August 2014 to March 2016)**

- Advise customers on and demonstrate, wherever required the available make up and the most suitable, to enable them to make a well-informed decision on purchases
- Merchandise, sell products and participate in sales promotion activities to achieve sales targets
- Offer makeover services to select customers by prior appointment with a view to build lasting relationships with key customers, cultivate brand loyalty and boost sales
- Merchandise products on the store shelves as per company guidelines with a view to promote brand visibility and gain maximum mileage out of the display
- Verify stocks to replenish the same and also to monitor the sales of various products, so as to maintain minimum stocks of all products at all times.