



SAJINI SAYED

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Dubai, UAE.

CURRICULUM VITAE



OBJECTIVE

I have around 5 years of experience in Billing and sales in UAE; to pursue a Professional career in an organization where in, I can constantly grow within the company, acquire specific skills at each level and give my best efforts to work for overall stability and prosperity of the company



PERSONAL DETAILS

Date of Birth : 28.05.1983

Marital Status : Married

Nationality : Indian

Passport No : M6709556

Visa Status : Employment Visa



SKILLS

Attention to details

Ability to details with people diplomatically

Work under pressure

Time management

Good communication skills



LANGUAGE

English

Hindi

Tamil

Malayalam



EXPERIENCE

2016 - Present

AL SHAMS SUPER MARKET - SHARJAH- MUWEILAH

Sales Promoter

Answering to customer inquiries, Answering question, offering assistance.

Suggesting item lending options and proving product information.

2015 - 2016

BONSAI SOLUTION - DUBAI

Sales Promoter

Provide advice and guidance on product selection to customers

Assist customers in finding the suitable product they are looking for

Submit daily sales report through the company sales

2009 - 2010

HOTEL PARK AVENUE

Receptionist

Taking reservations by telephone

Preparing bills and dealing with payments

Answer their queries and deal with complaints



EDUCATION

2002 - 2004

Academic Qualification
Senior Secondary School

Technical Qualification
Microsoft Excel, Microsoft Word & Data Entry



DECLARATION

I here by declare that the details stated above are true to the best of my knowledge