

CONTACT

SHALEEM SAMUEL

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Ajman, UAE



OBJECTIVE

Seeking an opportunity in an organization that will utilize my skills and be able to contribute to the firm. I will put my best efforts to learn the company's policies gaining additional experience and making use of different techniques for attaining the goal of the company.

EXPERIENCE

July 2020 - Till Date

o PERFECT VEHICLE REGISTRATION SERVICES

Sales Executive

Conducting market research to identify selling possibilities and evaluate customer needs besides promoting insurance policies to the customers and negotiate contracts with the aim of maximising profits.

February 2020 - July 2020

o GALAXY CAR REGISTRATION SERVICES L.L.C

Administration Assistant

Efficiently receiving and directing visitors, fielding telephone calls, word processing, creating spreadsheets and presentations and filing.

Building and maintaining business relationships with clients.

April 2017 - May 2017

o SHARJAH NATIONAL HOTEL

Outlet Cashier

Efficiently receiving and directing visitors, fielding telephone calls, word processing, creating spreadsheets and presentations and filing.

Operating electronics and generating reports of credit and debit sales.

September 2016 - March 2017

o SHARJAH NATIONAL HOTEL

Front Office Cashier

Handling cash used in processing front desk transactions, traveller's cheque, credit cards and direct billing requests properly.

Maintaining administrative duties, accepting customer's return, answering customer inquiries and scheduling meetings.

February 2015 - December 2015

o HABIB BANK LIMITED

Tele Sales Officer

Generating lead for the sales team, contact potential and existing customers to inform them of the company's services and offers.

Answer questions about products or the company.

February 2014 - February 2015

o DUNKIN DONUTS

Counter Person

Assisting customers with a service counter, handling cash, recommending purchases and ensuring customer satisfaction.

Keeping front desk tidy and presentable with all necessary material.

EDUCATION

2013

- **Board Of Secondary Education Karachi**
Matriculation in Science

2015

- **Board Of Intermediate Education Karachi**
Intermediate in Commerce

UAE DRIVING LICENSE

- Sharjah Driving Institute, January 2019.

SKILLS

- Energetic
- Self-motivated
- Positive outlook
- Good communication skills.

LANGUAGE

- English, Urdu.

DECLARATION

I hereby offer my application and service to your productive company. With my knowledge and skills and blessing of your kind acceptance is highly appreciated.

This certifies that the information above is true and correct to the best of my knowledge and belief.

(Sgd) SHALEEM SAMUEL.