Sumaira Umar

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CAREER GOAL

My career goal is to achieve professional excellence in my work through a process of learning combined with experience and inclination I wish to contribute talent and conceptual skills to my organization and derive a sense of accomplishment in my endeavors.

Expertise in sales area:

- ❖ Presentation Skills
- ❖ Emphasizing Excellence
- ❖ Prospecting Skills
- ❖ Sales Planning
- ❖ Independence
- ❖ Meeting Sales Goals
- ❖ Customer Services
- ❖ Team Management
- ❖ Target Oriented
- ❖ Quick Learner

WORK EXPERIENCE

1. **DU TELECOM – SALES EXECUTIVE – 6 Months**
   Dubai, UAE

Duties & Responsibilities

- ❖ Responsible for making SIM sale through telesales
- ❖ Providing information to the customers to help them in selection of the best Plan.
- ❖ Greet customers and ascertain what each customer wants or needs.
- ❖ Achieve Monthly Targets
- ❖

2. **WORLD TRADE CENTER EVENTS & EXHIBITION – SALES EXECUTIVE – 2 Year**
   Dubai, UAE

Duties & Responsibilities

- ❖ To attend the customers in the store.
- ❖ Explain the product to customers and closing the deals.
- ❖ To maintain the standards of the store.
- ❖ Taking initiatives and work with the team managements.
- ❖ Coordinating with Inventory for the replenishments & stock count.

3.   METRO CASH & CARY (CARREFOUR) – 3 Years
   Lahore, PAKISTAN

Duties & Responsibilities

- ❖   To attend the customers in the store
- ❖   Explain the product to customers and closing the deals.
- ❖   To maintain the standards of the store.
- ❖   Taking initiatives and work with the team managements.
- ❖   Coordinating with Inventory for the replenishments & stock count.

EDUCATIONAL BACKGROUND

- ❖   One-year Diploma in Basic Microsoft Application
- ❖   Graduate from Punjab University in 2011.

PERSONAL INFORMATION

- ❖   Date of Birth   : June 16 ,1987
- ❖   Nationality   : PAKISTAN
- ❖   Visa Status   : Employment Visa
- ❖   Place of Birth   : Lahore, Pakistan
- ❖   English Proficiency   : Excellent
- ❖   Other Languages   : English, Hindi, Urdu

REFERENCES

Furnished upon request