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| |  | | --- | |  |     **Contact**    **Address** : Dubai, U.A.E  **Address** : Dubai, U.A.E  **Phone** : 056-8824589  **Email** : Faizan.233329@gmail.com    **Skills**     * Strong verbal communication * Microsoft Office * Google Drive * Well organized * Self-motivated * Team leadership * Fluent in [English] * Attention to detail * Communication skills * Powerful negotiator * Extremely organized * Budgeting * Data management * Staff development * Scheduling | |  | | --- | | Muhammad Faizan Haider      **Professional summary**  Experienced professional with strong leadership and relationship-building skills.  Exceptional leader talented at **Microsoft office**,**computer management** and **customer service**. Technically-savvy with outstanding relationship building, training and presentation skills.      **Work history**  Sales promoter 10/2019 to 10/2019  GItex-Dubai,U.A.E   * Scheduled appointments with potential customers for product installation. * Addressed prospect concerns and utilised persuasive techniques to turn patrons into paying, satisfied customers. * Used outstanding communication and interpersonal skills to quickly build positive customer relations for effective deal closing. * Delivered an exceptional level of service to each customer by listening to concerns and answering questions.   Volunteer Worker 07/2019 to 08/2019  Dubai Mall - Dubai, U.A.E   * Drove customer feedback to deliver information to management for corrective action. * Developed and implemented record management procedures. * Maintained reception area in orderly manner to provide visitors with positive first impression of company. * Adhered to security requirements by screening visitors, updating logs and issuing temporary passes.     **Education**  **2016-2018: Secondary school certificate** His highness sheikh rashid al-maktoum pakitsani school dubai,U.A.E  2018-2020: Higher secondary school certificate  His highness sheikh rashid al-maktoum Pakistani school Dubai,U.A.E  **Personal information**  **Nationality: Pakistan**  **Sex: Male**  **country of residence: U.A.E**  **Visa status: Father visa**  **Date of birth: 04/12/2001**  **Languages**  Fluent in English | |

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