

ALIA GOUMRI

Mobile#: +971 55 6313 219
Email: amola.goumri@gmail.com
Address: DUBAI, UAE



OBJECTIVES:

To seek for a possible position in a world class business organization, enhanced and acquired a very good experience and contribute positively for the growth of the business that I have chosen to serve.

SKILLS AND QUALIFICATION:

- Highly competitive and self motivated.
- Strong communication and customer service skills demonstrated by ability to work with people diverse backgrounds.
- Resourceful and committed.
- Organized, disciplined, and goal oriented.

ACHIEVEMENTS AND AWARDS:

- July 2010 Class Officer Award
- March 2013 employment of the month

EDUCATIONAL BACKGROUND:

- High School in 2003
- Complete computer course el allamia soft 2004 to 2006 computer secretary course at maraval institute in oran-algeria

WORK EXPERIENCE:

SALES REPRESENTATIVE (JUNE 2013 TILL JAN 2018) FIRST LADY (SH COLLECTION) ABAYA SHOP

Duties & Responsibility:

- Great the customers with warm smile and professional manners.
- Answer and respond to customer inquiries.
- Assist sales department in maintaining customer relationships.
- Monitor, maintain and schedule customer appointments with sales personnel.
- Assist sales personnel in meeting customer needs and objectives.
- Prepare sales reports on a periodic basis and Prepare survey reports for sales personnel.
- Monthly inventory and prepared the final report to the area manager.

SALES REPRESENTATIVE (JAN 2018 TO JULY 2019) PARIS HILTON (SACOCHE) & BAG SHOP AND SCARFS

Duties & Responsibility:

- Great the customers with warm smile and professional manners.
- Answer and respond to customer inquiries.
- Assist sales department in maintaining customer relationships.
- Monitor, maintain and schedule customer appointments with sales personnel.
- Assist sales personnel in meeting customer needs and objectives.
- Prepare sales reports on a periodic basis and Prepare survey reports for sales personnel.
- Monthly inventory and prepared the final report to the area manager.

SALES ASSOCIATE (2011 TO 2013)
ADEL CLOTHING SHOP, MARAVAL, ORAN, ALGERIA

Duties & Responsibility:

- Provide customers with quotations.
- Maintains relationships with clients by providing supports, information and guidance.
- Identifies product improvements or new products by remaining current on industry trends, markets activities, and competitors.
- Contributes to team effort by accomplishing related results as needed.
- Assisting customer on choosing items on sale and new season collection.
- Prepares reports by collecting, analyzing, and summarizing information.

SECRETARY (2009 TO 2011)
ROYAL HOTEL, ORAN, ALGERIA

Duties & Responsibility:

- Assisting customer on choosing items on sale and new season collection.
- Prepare sales reports on a periodic basis and Prepare survey reports for sales personnel.
- Provide customers with quotations.
- Answer and respond to customer inquiries.
- Resourceful and committed.
- Organized, disciplined, and goal oriented.

PERSONAL DATA:

DATE OF BIRTH	:	24-07-1986
NATIONALITY	:	ALGERIA
RELIGION	:	ISLAM
STATUS	:	SINGLE
VISA STATUS	:	VISIT VISA

LANGUAGE SPOKEN:

- | | | |
|-----------|---|-----------|
| • ARABIC | : | NATIVE |
| • ENGLISH | : | GOOD |
| • FRENCH | : | EXCELLENT |

DECLARATION

I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.

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