# **AQSA KIANI**

Abu Dhabi, United Arab Emirates aqsa.kiani93111@gmail.com | +971562973251



A well-groomed individual with skills of Seles & Marketing, public relations, phone handling, and customer services is on search for value addition and to get the opportunity to learn and contribute in company's success.

#### Skills

Brand Ambassador

Communication Skills

Customer Relationship Management

Marketing

Sales

#### Education

#### Punjab board

High School Diploma, Any | Rawalpindi October 2012

#### **Functional Areas**

Sales & Business Development

Accounts, Finance & Financial Services

# Professional Experience | 1 Year

#### Sales Officer / Sales Executive

HADAF AL KHALEEJ | abu dhabi, United Arab Emir...

Oct 2019 - Present

- Proven experience as telesales representative or other sales/customer service role
- Proven track record of successfully meeting sales quota preferably over the phone
- learn about products and services and describe/explain them to prospects
- Cool-tempered and able to handle rejection
- Outstanding negotiation skills with the ability to resolve issues and address complaints
- Meeting monthly and quarterly sales goals in accordance with goals
- Creating and updating activity reports

#### Sales Executive / Telesales / TSR / CSR

credit link group | Abu dhabi, United Arab Emirates

Sep 2018 - Oct 2019

- Proven experience as telesales representative or other sales/customer service role
- Proven track record of successfully meeting sales quota preferably over the phone
- Good knowledge of relevant computer programs (e.g. CRM / Zooiper software) and telephone systems
- $\bullet \;\;$  learn about products and services and describe/explain them to prospects
- Cool-tempered and able to handle rejection
- Outstanding negotiation skills with the ability to resolve issues and address complaints
- Meeting monthly and quarterly sales goals in accordance with goals
- Creating and updating activity reports

#### Brand Ambassador / CSR

Shan Foods (Pvt.) Limited | Islamabad, Pakistan

Apr 2017 - May 2018

## **Position Description**

The regular tasks of a brand ambassador involve providing information about the brand, product or service, generating sales opportunities and working to build customer preference for the brand.

## Essential Duties and Responsibilities of a Brand Ambassador

- Promotes brand names, products and services.
- Represents the company in a positive way.
- Builds line sales volumes.
- Interacts with customers and sales prospects.
- Works with other team members.
- Works with business partners.
- Communicates with the media.
- Performs other marketing duties relevant to promoting the brand.
- Generates public interest in the brand.
- Provides complete information about the brand.
- Asks prospective customers questions about food and skin allergies before introducing the product for consumption or application to the skin.
- Answers questions about the brand.
- Provides information to the company on sales opportunities in a particular community.
- Demonstrates how a product works.



- Meets department and event sales goals.
- Shares ideas with supervisors regarding new ways to market the brand.
- Establishes regular customers.
- Maintains a customer database and makes regular contacts.
- Attends sales and marketing meetings.
- Provides customer feedback regarding the brand to sales managers.

#### Office Administrator / Office Assistant

westhill county public school | Rawalpindi, Pakistan

Nov 2015 - Apr 2017

Managing input of student attendance data.

Arranging appointments, meetings and circulates agendas.

Coordinating office services for implementing and updating.

Organized budget, financial material and statistical records.

## References

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## Languages

English - Native

Punjabi - Native

Urdu - Native

### **Hobbies**

reading

internet surrfing

Sports

