

HUMEIRA JAMIL

Dubai, United Arab Emirates
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humerazia47@gmail.com
Visa status: Employment Visa
with NOC



OBJECTIVE

Result oriented professional with strong communication, interpersonal and excellent spoken and written skills in English. Proven ability to gain confidence of Senior Management along with capabilities to learn on own. Work with complete sincerity and to the best of my ability in a way that would benefit the organization as well as myself improvement, I have 9 years' experience in the various fields.

PROFESSIONAL EXPERIENCE

Indus Advertising L.L.C.
Sales Executive
Karama Dubai

Responsibilities:

- Travel within sales territory to meet prospects and customers
- Conduct calls and face to face meetings with customers daily
- Build and maintain relationship with new and repeat customers
- Maintain records of all sales leads and/or services can benefit them financially and professionally.
- Sell the company products and services to customers within your given territory
- Monitor the company industry competitors, new products, and market conditions to understand the customer's specific needs.
- Work closely with marketing department to help build the brand.

LULU HYPER MARKET
Promoter

Worked as a Promoter, in Dubai, U.A.E.

LEAD TO NEED

Sales Manager Lahore – Pakistan

Responsibilities:

- In charge of the Online Marketing and will provide motivational leadership to the Entire team.
- Provide General Administrative and clerical support including mailing, scanning etc.
- Serving as a point of contact for Vendors / Administrators.
- Creating and distributing documents and dispatching various duties to Staff.
- Maintaining computer system by updating and entering data.
- Assist the Manager in planning of Organizational Recruitment.
- Scheduling job timing and assisting in interview process.

- Preparing the personal files of the Staff and maintaining the same.
- Track the daily attendance of the employees.
- Help in providing training to associates in different areas.
- Costing and Billing for the Services provided.

ARENA CINEMA Supervisor Lahore Pakistan

Responsibilities:

- Supervisor of the cinema and will provide motivational leadership to the there team.
- Supervision of theater staff, floor operations and facility and ground management , concession and food service operations, theatre equipment operation etc....
- Creating and distributing documents and dispatching various duties to Staff.
- Maintaining computer system by updating and entering data.
- Assist the Manager in planning of Organizational Recruitment.
- Scheduling job timing and assisting in interview process.
- Preparing the personal files of the Staff and maintaining the same.
- Track the daily attendance of the employees.
- Help in providing training to associates in different areas. Costing and Billing for the Services provided.

EDUCATION:

- Bachelor of Arts (B.A) - National College Muslim Town, Punjab University, Pakistan.
- FA (HUMANITIES) - Government college wahdath Road (Lahore Board), Pakistan.
- SSC - Government girls' higher secondary school wahdath road (Lahore Board), Pakistan.

ACHEIVMENTS:

- Got certificate of participation award from ARENA CINEMA for Excellence in customer service.
- Got legendary role as a TEAM LEADER in achieving out stand walk up service from BAHRIA TOWN.
- Got HONEST STAR award in recognition of her honesty, commitment and valuable contribution.

COMPUTER SKILL:

EXCEL WORD OUTLOOK POWER POINT

PERSONAL INFORMATION:

Date of Birth	28 th August, 1982	Nationality	: Pakistan
Visa Status	Employment	Current Location	: Dubai, U.A.E.
Marital Status	Single		

REFERENCE:

Will be furnished on demand