

CURRICULUMVITAE



HIBA HUSSAIN

PERSONAL INFORMATION

Father's Name: Mujahid Hussain
Marital Status: Single
Date of Birth: 19th September 1991
Nationality: Pakistani
Passport #:
Visa Status:
Valid UAE Driving License #:

Career Objective

Looking to join a progressive organization that give me a platform so that I can explore my knowledge and skills and also offer advancement opportunities. Contributing with new ideas in advancement of organization.

Academic Profile

Discipline	Board/University	Session
Matriculation	Board of Karachi	2007
FSC	Board of Karachi	2009
Bachelor of Commerce	University of Karachi	2017

CERTIFICATION

BASIC INDUCTION TRAINING IN CUSTOMER SERVICE
BASIC FIRST AID AND EMERGENCY RESPONSE
FIRE EXTINGUISHERS & BUILDING EVACUATION
SECURITY & COMMUNICATION SKILLS

Contact Information

Postal Address:

Karachi Pakistan

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Permanent Address:

Karachi Pakistan

EXPERIENCE

- **Worked as a Senior Sales and Marketing Representative in Vision Refiners Canadian Immigration Document Clearing Service Abu Dhabi UAE.**
- **Worked as a Senior Sales and Marketing Representative in Malabar Gold and Diamonds 2 years in Sharjah UAE.**
- Developed sales strategies for existing accounts, while identifying new business partnership prospects that fit with western Ltd. mission of creating innovative technology resulting new client's partnership.
- Managed prospective leads and existing accounts CRM platform to accurately forecast revenue and nurture long-term business partnerships.
- Guided clients through the purchase or addition of lines of service and appropriately resolved conflict or customer service issues in apposite manner resulting in high levels of client satisfaction.
- Championed excellent customer service for every client by responding promptly to requests, inquiries, suggestions, and concerns.
- Regularly met and exceeded sales goals by at least 50% for 5 consecutive years and was recognized as both employee of the Month and top sales performer.
- Maintaining good business relationships with existing clients.
- Holding meetings to discuss progress of existing projects.
- Deal with customer feedback, enquiries, complaints and
- Expert knowledge of the selling process and effective sales techniques.
- Social Media (LinkedIn, Twitter, Face book etc.)
- Excellent communicator and relationship builder skills.
- Pro-active, organized and an individual and team player.
- Motivated in a target –driven environment.
- Optimistic and a positive can-do attitude.
- **Worked as a Documents Controller in Dar Al Tasmim Uniform in 2years Dubai UAE.**
- Destitution of all documents in related to Departments as per Distribution Guide.
- Preparation of filling system in compliance with company's ISO procedures, soft and hard copies.
- Preparation of daily report, weekly and Monthly progress reports as per the contract specification requirements.
- Electronic & hard copy filing as per the Management.
- Coordinating with the client in the activities of testing and commissioning issuing all drawings as per the site requirement.
- Daily updating the reporting, the daily manpower report to the client.
- Weekly Schedule & sending the peoples for HSE Training.
- Arranging Quotations from local material suppliers.
- Preparation of Local Purchase Orders.
- Monitoring and preparation of the people's timesheets.
- Coordinating & arranging Labor Cards, Insurance Cards, Emirates ID, Bank Account ATM Cards, Access Cards, and Visitor access pass, and Company Identity Cards for all Employees.
- Providing Camp accommodation and facilities to all employees.
- Controlling and arranging proper transportation to all employees.
- **Worked as a Computer Data Entry Operator in Pakistan 2 years.**
- Prepares, compiles, and sorts documents for data entry.

- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.
- **Worked as a Sales and Marketing Representative in Nissan Car Showroom in Pakistan 2 years.**
- **Worked as a Customer Support Representative Officer in Asian Pacific Express in Pakistan 2 years.**
- **Worked as a Customer Support Representative Officer in Lucky One in Pakistan 1 year.**

Computer Skills

- **Computer Programs (MS Office, In page, Internet, Adobe photo shop)**
- **INTERNET PROFICIENCY**
- **Hobbies and Interests**
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I enjoy socializing with friends and family as well as keeping up to date with current affairs. In addition, I am a keen enthusiast for cricket and enjoy watching.

Language Proficiency

Languages	Read	Write	Speak
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent

Conspectus

I will put no stone unturned for the success of the Organization.

Interesting Area

I wish to explore and implement my own knowledge and skills in the profession any kind of job.

