#  *Salwa Nasim Ejaz*

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Summary

Worked as a Sales Executive where handled all inquiries related to nature of problems. An Individual who believes in hard work and commitment, a true team player and an individual who never hesitates to take ownership of the tasks that are assigned.

PROFESSIONAL EXPERIENCE

***Al Sham Perfumes 2016 ( 3 Months )***

* Analyzed competitive products in terms of reliability and features.
* Reviewed entire inventory lists on a daily basis to keep track of inventory flow.
* Identified resource requirements and assigned responsibilities to different sales staff through proper coordination.
* Helped in resolving critical issues related to sales, and escalated important matters to upper management.

***Extra World - 2017***

* Worked as Sales Promoter in various supermarket in Bahrain
* Set and achieve personal sales goals while supporting the goals of the team
* Greet customer in a timely, professional and engaging manner
* Provide honest and confident feedback to customers regarding merchandise style and fit
* Building rapport with customer by contacting them to follow up on purchases
* Consistently seek new product knowledge to act as an expert for the customer
* Making outbound phone calls/ taking inbound phone calls/ sending/answering customer emails.

EDUCATION

-2017 Higher Secondary - Pakistan Urdu School B Grade

-Packages MS Office

I.T & LANGUAGE SKILLS

- Proficient in MS Office Applications

- XP/ Vista/ Windows 7/Windows 8
- - Fluent in Arabic, English, Urdu

PERSONAL SKILLS & ACHIEVEMENTS

* -Good time management skills
* Dealing with customers and clients in a professional manner
* Establishing and maintaining positive customer relationships
* Effectively presenting information
* Ability to lead and motivate
* Dedicated, self-driven and result-oriented
* Comfortable to work in rotating shifts and overtime if required
* Ability to deliver the best results even during the most stressed situations at work
* Excellent multitasking and organizational skills
* Valid Bahraini Driving License

***Nationality Bahraini Single Date of Birth 22-Nov-1999***