

**Meraj Khan**

Al Karama Dubai, U.A.E.

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EmailAddress:**meraj6303@gmail.com** Visa Status: Husband Visa

CAREER OBJECTIVES:

Seeking a position as **Saleslady /Receptionist / Office Administration / Computer Operator** with a reputed organization where my recently & past experience in **UAE & INDIA**  shall have valuable application.

PROFILE:

* Recently working experience 4 years in cosmetics as Promoter in company of NEW WAVE TRADING brand of **Gabrini and Isabelle dupont** in **UAE.** Period of working **JUNE 2014 TO JUNE 2018**
* More than 2 years of total experience in Secretarial, Admin, Receptionist & Computer Operator in the India.
* Have excellent working skills in MS Office Applications.
* Managing general office procedures, dealing with customers and high volume workloads whilst meeting strict deadlines
* Fast learner; quickly incorporate and implement new procedure.
* Can work efficiently with or without supervision; can work under pressure.
* Can deal with people with all levels; with different nationality.
* Flexible and strong (Can do multi-task works).
* Speaks and writes English language fluently.
* Capable of processing data and information, keeping records, and tabulation.
* Strongly commercial with excellent communication and influencing skills.
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills & can meet the deadlines without compromising on quality.
* Good Customer Care Service.

**Sales lady**

* Promoting cosmetics brand of **GABRINI & ISABELLE DUPONT** to the customers with courtesy and respect.
* Provide superior customer and support by providing knowledgeable and experienced consultancy for beauty products.
* Responsible for introducing latest beauty products by offering samples, demonstrating their applications as well as explain its benefits to the client.
* Assist client in applying color cosmetics and explain them about highlighting facial features.
* Convince client to use the beauty products by giving good demonstration.
* Keep track of the beauty products and restock when required.
* Assisting finance department through providing adequate report concerning products inventory and daily business report.
* Giving suggestion and marketing strategies to increase and reach the daily or monthly sales.
* Responsible to meet department sales production and stability of its goal ( Income).

**Cashier:**

* Accepts cash and credits as payment for purchases.
* Counts money and gives change carefully and issues receipts as required.
* Maintains sufficient amounts of change in cash drawer.
* Balance cash and receipts to check discrepancies.
* Assists customer for the orders.
* Keeps register/counter area neat and shocked with necessary supplies.
* Assists in other areas of store ,such as clean-up ,self –stocking ,or keeping merchandise displayed in an orderly manner.
* Works with my colleague as a team.

PROFESSIONAL EXPERIENCES:

**Designation : Office Admin / Secretary**

**Company : Koutons Showroom**

**: Mumbai - India**

**Periods : May 2012 – April 2014**

**Job Description as Secretary /Admin**

* Answers telephones; screens calls, forwards calls and /or records and forwards messages accurately.
* Receives sorts and distributes mail within the office; files correspondence and other materials as required.
* Type forms, form letters and other documents as required at acceptable levels of speed and accuracy; collates and photocopies materials as necessary; maintains supply of forms and charts as needed.
* Maintains necessary files; sorts, files and retrieves documents and records as necessary.
* Maintains client confidentiality in conformance with agency confidentiality policy and State laws and regulations.
* Follow up on clients queries, and coordinate all concerned departments for fulfilling client’s requirements.
* Maintain a monthly job calendar to schedule meeting with clients and follow up on pending tasks.
* Maintain customer service levels according to company standards.

Skills:

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| **Basic Computer:** |
|  Microsoft Office : Word, Excel |
|  Internet : Browsing/Surfing |

Educational Background:

**College : National Institution Open Schooling & Jr College**

Personal Information:

 Citizenship: India Passport no : K 8953173

 Birth Date : 12th Feb, 1991 Civil Status : Married

 Gender : Female Languages : English/Hindi

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