



IQRA TAYYAB

Sales Representative

Contact

nirmanijaz161@gmail.com

+971-564417227

Bur Dubai, UAE

Education

- IT Computer Completed from Pakistan

Skill

- Management Skills
- Self-Motivation
- Negotiation
- Critical Thinking
- Communication Skills
- Digital Marketing
- Negotiation

Language

English, Hindi Urdu

Profile

I would like to join an Organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization

Work Experience

6 Months Worked as a Office Assistant at Saami Associate in Pakistan

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.

1 Year worked as a Cashier at Nishat Group of Companies in Pakistan.

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Passport Details

Passport No	BE7139921
Date of Issue	03 May 2023
Date of Expiry	01 May 2028

Visa Status

Husband Visa