

# NAJMA KHANUM.

Post Applied For Sales Representative Promoter



## Contact Details

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Secunderabad Hyderabad  
500061 Telangana India  
+917989495594  
07-Apr-1994

## Career Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Skills

- Sales
- Team building
- Problem-solving
- Decision making
- Ms Office word
- Typing Lower
- Social media marketing
- Internet Suffering
- Telephone Skills
- Leadership Honest Patient
- Hardworking
- Self Management
- ability to work in a team
- communication skills
- Time management.
- Teamwork
- Organization

## Languages

- Hindi
- English
- Telugu
- Urdu

interested

## Experience Duties and Responsibilities

### United Hyper Market (Dubai UAE)

Dec 2023 - May 2024  
(0 Years,5 Months)

Sales Executive

interact with customers to sell a company's products or services understand a customer's needs and pitch products or services that are relevant. generate leads, set appointments, and close sales.

### Lakme brand (Hyderabad Telangana India)

Jun 2021 - Jul 2023  
(2 Years,1 Months)

Sales Executive

Customers are assisted in defining their needs, finding solutions, and ensuring that the sales process runs smoothly. Build productive trust relationships with customers; responsible for identifying potential clients, presenting products or services, negotiating contracts, and closing sales deals.

## Education

### Osmania University College Hyderabad Telangana India

Jan 2018 - May 2020

BA Art Administration  
75%

### Sadhna Jr College Hyderabad Telangana India

Jun 2012 - Apr 2013

Intermediate  
70%

### Rising Sun High school

Jun 2002 - May 2011

SSC  
65%

## Technical Skills

Fly Aviation Course Basic Aviation Airline IATA  
Course 2016 Hyderabad Telangana India

Cooking

Traveling

Arts

Gardening

🛂 Passport No :  
**P9715902**

- Issue Date : 21-04-2017 Expire  
Date:20-04-2027

**Computer Training Assistant Deo Course  
APEC 2013 Hyderabad Telangana India**

Operating System windows

Ms word Ms Excel Typing Lower internet surfing

**Professional foreing English Language Course  
Foreign Language University 2014 Hyderabad  
Telangana India**

**Digital marketing course E Skill Academy  
2023 Hyderabad Telangana India**

## ① Declaration

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I certify that the information provided in this  
resume is true and accurate to the best of my  
knowledge."



Signature: \_\_\_\_\_  
NAJMA KHANUM.