**SANOBAR MANSOOR**

Address: Al Nahda, Sharjah, UAE

Contact No. : 0502848311

Email: [mansoorsanobar2@gmail.com](mailto:mansoorsanobar2@gmail.com)

**OBJECTIVES:**

My aim has always been and will always be to be diligent, to have patience and above all to be honest in any activity or duty I am assigned.

**ACADEMIC QUALIFICATION:**

* HIGH SCHOOLING at His Highness Sheikh Rashid Al Maktoum Pakistani School, DUBAI
* PRE- UNIVERSITY at His Highness Sheikh Rashid Al Maktoum Pakistani School, DUBAI
* BACHELORS OF MEDIA SCIENCE at IQRA UNIVERSITY, KARACHI, PAKISTAN

**WORK EXPERIENCE**

**Part time PROMOTION JOBS**

**Registrar in EPOMEC EXPANDING VISION**

* Maintaining and ensuring records of every guest
* Handling online cash payments
* Providing them information about the event.

**HOSTESS IN ANZO MARKETING PAKISTAN, World Trade Center, UAE 2022**

* Welcome guest in a warm and friendly manner.
* Ascertains there dinning / lodging needs.
* Respond to guest inquiries in request in timely, friendly, and efficient manner.

**PROMOTER IN ARLA PRODUCTS, UNION COOPERATIVE SOCIETY, UM SUQEIM, UAE (2022)**

* Keeping a demonstration area tidy and well stocked with products
* Demonstrating features of product to potential customers
* Answering any questions potential customers might have about a product.
* Staying up to date with products.

**SALES PROMOTER EMAX IN GITEX, WTD, UAE**

* Provide advice and guidance on products selection to customers
* Engage with customer and discover their needs and wants
* Build lasting relationship with customers via contacting them to follow up on purchases, suggest purchase options and invite them to upcoming events.

**SALES REPRESENTATIVE IN LAKME COSMETICS, MIRDIF CITY CENTER, DUBAI, UAE**

* Demonstrating and providing information on promoted products or services
* Distributing product samples, Brochures, Flyers etc.
* Identify interest and understand customer needs and requirements
* Set up booths or promotional stands and stock products.

**CALL CENTER AGENT, TNS MIDDLE EAST (MARKETING RESEARCH AGENCY)**

* Answer inbound calls in a timely and friendly manner
* Evaluate problems and complaints of the callers and provide proper solutions to them.
* Respond to the needs of customers and provide personalized service.
* Provide information on the company’s product or services and generate interest in the offer .
* Research needed information using available resources.

**SOFTWARE SKILLS**

* MS OFFICE ( WORD, EXCEL, OUTLOOK AND PPT )
* GOOGLE DRIVE
* SPREAD SHEETS
* ADOBE
* BASIC COMPUTER SKILL

**STRENGHT AND KEY SKILLS**

* Strong learner and innovative
* Keen to work on anything that involves researches
* Dedicated with positive attitude
* Ability to live and work in a group
* Can communicate thoughts in a lucid manner
* Leadership quality
* Attentive to time schedule

**PERSONAL DATA**

Date of birth : 30/12/1997

Marital status : Single

Nationality : Pakistani

Visa status : Residence

Language Known : ENGLISH, HINDI, URDU, BALOCHI AND ARABIC (WRITTEN)

I HEREBY DECLARE THAT ALL THE STATEMENTS FURNISHED ABOVE ARE TRUE AND CORRECT TO MY KNOWLEGDE AND BELIEF.

**SANOBAR MASOOR**