

# Sayed Anis Sadat

Assistant Store Manager

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Dubai, Dubai, UAE

Experienced professional with a strong background in administration and sales. Excellent at driving business growth through efficient administrative support and strategic sales initiatives. Energetic, goal-oriented, and results-driven individual with exceptional multitasking capabilities. Ready to leverage expertise to contribute to a dynamic team and achieve organizational success. Engaged in implementing strategies that drive significant sales growth and productivity enhancement.

## Core Skills

Contract negotiations,  
Strong organizational skills,  
Excellent teamwork, Client-oriented,  
Ms Office, Outlook, Quick book,  
social media marketing,  
knowledge of social media,  
Strong influencing skills,  
Client Relationship Management,  
Excellent communication and interpersonal,  
Organizational and time management skills,  
Ability to prioritize tasks effectively,  
Problem-solving and decision-making,  
Conflict resolution and team-building skills,  
Attention to detail and accuracy

## Education

### University of Wollongong Dubai

May 2015 - Aug 2019

### Bachelor of Business Administration

Business Management

## Languages

**English** (Very Good)

**Hindi** (very good speaker and listener)

**Persian** (fluent)

**Urdu** (very good speaker and listener)

## Interests

gym, swimming, horse riding, learning new skills, football

## Work Experience

### Sales Executive

Sep 2021 - Present

*Friends Oasis Glass and Aluminum LLC | Oasis*

- Analyzed past sales data and team performance to develop realistic sales targets.
- Managed the entire process of Product Delivery ensuring timely and accurate delivery to clients.
- Improved Product Delivery methods resulting in 20% increase in customer satisfaction.
- Effectively used Sales Proposals to negotiate, close deals, and exceed sales targets
- Managed and updated the CRM Database to ensure accurate client information for efficient administrative operations.
- Implemented strategic plans to meet and exceed Sales Objectives, resulting in increased revenue.
- Managed and streamlined the process of generating leads resulting in a 25% increase in potential clients.
- Implemented new strategies for Sales Calls, improving overall team performance.

### Administrative Supervisor

Jun 2019 - Jun 2021

*Sayed Jamil Sadart General Trading LLC | Dubai*

- Managed a team of administrative staff and oversaw daily office operations to ensure efficiency and productivity
- Supervised and trained employees, monitored work performance, and implemented quality control measures
- Liaised with other departments to coordinate office activities and maintained filing systems
- Handled sensitive information discreetly and facilitated communication between management and staff
- Resolved operational issues and contributed to the development of administrative policies and procedures