



CONTACT ME

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UAQ - United Arab Emirates

EDUCATION

Higher Secondary from the English school , UAQ , UAE - 2011

I.C.D.L Computer certificate from Al Nassir institute - UAQ , UAE - 2012

SKILLS

- Project management
- Public relations
- Teamwork
- Time management
- Leadership
- Effective communication
- Critical thinking skills
- Self motivated & directed
- Problem solving
- Oral & written communication
- Holding automatic driving licence

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- Arabic (intermediate)

SYED SAJID HUSSAIN

ABOUT ME

Experienced sales personnel with 4 years of proven experience in the relevant field and also ICDL certified. Seeking challenging position while leveraging data to support internal & external organizational goals and achieve sustainable opportunity to grow with the firm.

WORK EXPERIENCE

Receptionis/Cashier -Miami fitness center

May 2022 - April 2024

- Responsible for greeting and welcoming
- Providing exceptional customer service and support.
- Answering phone inquiries and providing customer service.
- Communicating with customers through various channels.
- Having clear and concise procedures and guidelines for both line managers and employees to ensure policies are fully understood and implemented.
- Processing payments and maintaining accurate records.
- Assisting with membership sales and renewals.

Sales executive - Bilal trading electronic

JAN 2018 - FEB 2022

- Calling customers and placing order's in sequence
- Delivering the products to the location given by customers
- Cold calling and meeting clients.
- Communicating with customers through various channels.
- Acknowledging and resolving customer concerns to protect the brand integrity
- Providing feedback on the efficiency of the customer service process to enhance the sales graph
- Mentoring a team of junior customer service representatives
- Responding promptly to customer inquiries
- Ensure customer satisfaction and provide professional customer support by diluting escalation

Sales Representative - Du Telecom

JAN 2012 - Feb 2015

- Sales / Activation - Provide information on the product by live demonstration or verbal communication showing its capabilities that will help customer to make buying decision.
- Identify prospective customers, lead generation and conversion.
- Contact new and existing customers to discuss needs
- Emphasize the features of products to highlight how they solve customer problems
- Collaborate with colleagues in many different sectors
- Maintain contact lists and follow up with customers to continue relationships

Promoter , cashier , collection supervisor - Dulsco

APR 2011 - DEC 2011

- Supports teams by performing tasks related to organization and strong communication
- Organized events held in DWTC
- Sold phones and gadgets
- Supervised cashier's
- Cash collection and deposit from cashier's
- Receipts generation
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Contributes to team effort by accomplishing related results as needed