



SYEDA FAMIA NAQVI

United Arab Emirates



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EDUCATION

Doctor of Diet & Nutritional Sciences

The University of Lahore,
Islamabad Pakistan

2016 - 2021

Intermediate FSC (Pre-Medical)

BISE, Faisalabad, Pakistan

2013 - 2015

EXPERTISE

- Account Management
- Client Counseling
- Data Entry
- Social Media Handling
- MS Office
- Strong Communication
- Negotiation

LANGUAGE

- Urdu
- English
- Punjabi

References

AREEJ NASEER/HR Manager

Phone: +923180966176

Email: hr@1stecs.com

PROFILE

Results-driven professional with a proven track record in customer sales, marketing, and health center operations. Skilled in conducting needs analyses, establishing positive business relationships, and exceeding sales targets. Proficient in social media management, data entry and client counseling with excellent communication skills.

WORK EXPERIENCE

Touchstone Islamabad Pakistan

OCT 2018 – SEPT 2019

Customer Sales Representative, CSR

- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs. Establish, develop, and maintain positive business and customer relationships. Reach out to customer leads through cold calling Expedite the resolution of customer problems and complaints to maximize satisfaction Achieve agreed-upon sales targets and outcomes within schedule Coordinate sales efforts with team members and other departments

We Serve Traders, Rawalpindi Pakistan

JUL 2020 – JAN 2021

Marketing & Sales Executive Officer

- Actively performed sales operations through cold calling and social Media. Negotiated deals and maintained customer satisfaction. Conducted Market Research to identify selling possibilities and evaluated customer needs.

Ginnastic Health Center by Dr Waseem, Islamabad Pakistan

JUL 2021 – 2023

Sales & Data Entry Operator

- Interacted with all the National & International clients. Coaching individually as well as in group. Evaluating client's health on monthly basis. Managing Social Media Accounts Creating content for social media accounts. Managing Orders of clients & Preparing Sales Report on weekly and monthly basis.

AWARDS

Certification

UAE Labor law training certificate