

USAMA MUMTAZ

Position Applying For: Sales Associate



Contact #: +971-55 295 8621 (UAE)
Whatsapp #: +971- 55 295 8621 (UAE)
Email: usamam616@gmail.com
Email: usamamumtaz358@gmail.com
Dubai-United Arab Emirates

Personal Information:

- Name : USAMA MUMTAZ
- Nationality : Pakistani
- Date of Birth: 13th Sept, 1993
- Gender : Male

Passport Details:

- Passport No.: AN0272602
- Date of Issue: 05/10/2021
- Date of Expire: 04/10/2026
- Place of Issue: Jhelum, Pakistan
- Visa Status: Visit Visa (2) Months
- Expire: 26th Feb, 2024

Languages Known:

English: Reading, Speaking & Writing
Urdu : Reading, Speaking & Writing
Punjabi: Mother Language

Education:

Higher (Intermediate of Commerce)
(I.com) Education Certificate
BISE, Lahore, Pakistan
(2012 - 2013)

High School Education Certificate
BISE, Lahore, Pakistan
(2009 - 2010)

Additional Qualification:

Certificate in Computer
Application & Office Management
from - (Lahore, Pakistan)

Computer Skills:

- Ms Office, Excel & PowerPoint
- Desktop Support & Operating systems
- IPEX System Support
- System Administration
- Internet & Emails

Career Objective:

Proven skills in promoting products and boosting revenue by connecting with customers and effectively communicating sales recommendations. Well-organized, reliable and experienced in setting up displays, restocking shelves and supporting in-store customers with knowledgeable assistance. Enhance store loyalty with unparalleled support

Personal Skills:

- Good communicational and interpersonal skills
- Hard working team member
- Very energetic, result oriented and organized.
- Courageous true towards the duties.
- Have a high respect for customer's service.
- Always keep on smiling under pressure.
- Efficient and well behaved person.
- Extremely hardworking self motivated and able to work independently.
- Keep excellent inter personal relations with colleagues and ready to help them.

Professional Skills:

- Customer Care Service
- Data Entry
- Point of Sale
- Basic Computer Course
- Team work spirit and motivation
- Good Communication
- Merchandising

Work Experience:

Sales Associate

Company: *M&P EXPRESS LOGISTICS PVT LIMITED*

Duration: *Feb, 2018 to Aug, 2023*

Locations: *Lahore, Pakistan*

Sales Person / Customer Service

Company: *H&F ENTERPRISES PVT LIMITED*

Duration: *Jan, 2017 to Dec, 2017*

Locations: *Lahore, Pakistan*

Sales & Marketing Officer

Company: *AFZAL ELECTRONICS PVT LIMITED*

Duration: *March, 2012 to Sept, 2016*

Locations: *Lahore, Pakistan*

Job Description

- Serves customers by helping those select products.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Greets and receives customers in a welcoming manner.
- Responds to customers' questions.
- Directs customers by escorting them to racks and counters.
- Provides outstanding customer service.
- Documents sales by creating or updating customer profile records.
- Manages financial transactions.
- Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- Alerts management of potential security issues.
- Assists with inventory, including receiving and stocking merchandise.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

Declarations:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

USAMA MUMTAZ