

Shama Perveen Amjad Khan

Seasoned sales executive with administrative experience.



Deira, Dubai, UAE



+971544348679



Shamaamjad05@gmail.com

PERSONAL DETAILS

- **Nationality:** Pakistani
- **Date of Birth:** 02/May/1972
- **Driving license:** Dubai
- **Visa Status:** Employee

SKILLS

PROFESSIONAL

- Customer service
- Database Management
- Budget Management
- Inter-department tasks management

EXPERTISE

TECHNICAL

- Microsoft Office (Excel, PowerPoint, and Word)

PROFILE

Performance-driven and knowledgeable sales executive with great communication skills, excellent time management skills, adaptable to new environments and important ability to remain calm in stressful situations.

EXPERIENCE

Sales Administrative and Receptionist

Nov 2015 – May 2022

Al Etqan Real estate, Dubai

Handling sales and administrative related tasks whilst managing day to day operation of customer service support to the clients and office departments.

- Assisting the operations department with a variety of tasks
- Handling inbound and outbound communication
- Banking transactions related tasks
- Follow up on payments
- Resolving maintenance related complaints
- Maintaining database for contracts renewal and termination
- Securing and managing residential and commercial eviction handover
- Gaining leads for residential and commercials
- Document management for commercials

Sales Executive

Oct 2014 – Oct 2015

Golden Palace Real Estate, Dubai

Responsible for generating leads and meeting sales goals by negotiating deals with clients to generate sales.

- Gaining leads for residential and commercials
- Securing and managing residential and commercial eviction handover
- Contract negotiations with clients
- Answering client questions about credit terms, prices, and availability
- Preparing weekly sales reports
- Obtaining deposits and balance of payment from clients.

Shama Perveen Amjad Khan

Seasoned sales executive with administrative experience.

EDUCATION

Intermediate Education

Board of intermediate
Education Karachi, Pakistan
1995 - 1996

Teacher Training Course

Bureau of curriculum and
extension wing Sind, P.T.C.,
Pakistan
1995 - 1996

Secondary Education

Board of Secondary
Education Karachi, Science
group, Pakistan
1993 - 1994

LANGUAGE

- English: Conversational
- Urdu: Native
- Arabic: Elementary

ACHIEVEMENTS

- Training participation (Windows 98)
- IT classes by Pakistan Association (Dubai)

EXPERIENCE

Masafi Water, Dubai

During the work tenure, have held the responsibility of being a sales representative for the organization eventually being promoted to the responsibilities of a receptionist and HR assistant.

Receptionist and HR Assistant

Feb 2013 – Sept 2014

- Handling inbound and outbound communication
- Filing official documents
- Assisting with a variety of administrative tasks
- Maintaining employee records
- Assisting on employee contract and visa related tasks
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts
- Schedule meetings, interviews, HR events and maintain agendas
- Oversee the completion of compensation and benefit documentation

Sales Executive

Jan 2012 – Feb 2013

- Generating leads from door-to-door sales
- Negotiations with clients regarding offers
- Answering client questions about credit terms, prices, and availability
- Preparing weekly sales reports
- Obtaining deposits and balance of payment from clients.

Sales Executive – Cosmetics

March 2005 – July 2006

Avon Company, Dubai

Responsible for generating leads and meeting sales goals by negotiating deals with clients to generate sales.

- Gaining leads for cosmetics products
- Answering client questions about prices, and availability
- Preparing weekly sales reports
- Obtaining deposits and balance of payment from clients.

Shama Perveen Amjad Khan

Seasoned sales executive with administrative experience.

EXPERIENCE

Receptionist

June 1996 – Dec 1997

Hamarain Center, Dubai

Handling sales and administrative related tasks whilst managing day to day operation of customer service support to the clients and office departments.

- Assisting the operations department with a variety of tasks
- Handling inbound and outbound communication
- Filing official documents
- Assisting with a variety of administrative tasks

PART-TIME EXPERIENCE

- **Pakistani Maktoum School, Dubai** - Teacher (March – August 1996)
- **Al Rahman Secondary school, Pakistan** - Teacher (1993-1995)