

NAREMAN AL-HAJJE

Sales Representative



Contact

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Skill Highlights

Autodesk AutoCAD

Microsoft Office

Personal Information

Date of Birth:

12<sup>th</sup> of January, 1995

Nationality:

Syrian

Language Skills

Arabic (Mother Tongue)

English (Very Good)

Summary

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team. Offering excellent planning, problem-solving and communication skills. Supporting high-performance sales teams in identifying customer needs and delivering solutions. Strong verbal and written communication skills to document activities. Responsive and adaptable to meeting diverse customer demands and company targets with proactive strategies and tenacious mindset focused on sales excellence. Excellent customer service, account management, sales forecasting and inventory coordination skills. Familiar with setting up displays and working with store leadership to organize effective promotions

Education

- Bachelor's Degree in Mechanical Power Engineering.
- Tishreen University 09/2013 - 11/2019.

Experience

REMAX UAE from October 2022 till now.

Customer Sales Representative

- Drafted documents between buyers and sellers prior to clients signing the final paperwork.
- Met with potential buyers and sellers to discuss their needs before they met with an agent.
- Updated the website to include new details on properties for sale and to remove listings that sold.

Gratsé (clothing’s brand. from January 2020 to June.

Sales Assistant

- reference for the customers, helping them to find the product that is most suitable for their needs.
- work in a team, at the pace of the store, working one step ahead of events.
- bring the novelties of each campaign to the customer.
- Assist customers in the stores.
- Replenish and place the product depending on the merchandising criteria.
- Take care of the image and maintenance of the store.

Skills

- Customer service
- Customer Complaint Resolution
- Good listening Skills
- Interpersonal Communication
- Invoicing
- Scheduling
- Sales Goals
- Account Management
- Product Sales
- Customer Accounts Management
- Payment Processing
- Working from home in a quiet office location with no distractions.
- Excellent organization skills
- Exceeding job expectations
- Highly self-motivated
- Working daily from a prioritized schedule / time management
- Always meet deadlines, even if it requires using personal time to complete