



Ajman, Emirates City, UAE

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HASEEBA SAEED

ADMINISTRATION / CUSTOMER CARE

I am seeking a job preferably in an organization that will give me an opportunity to showcase my abilities, reveal my talents and exemplify my potential. Eventually as I will begin working with good organization I probably will gain experience and according to task or duties assigned I will improve my skills and my job will help me getting a flourish experience.

Experience

Tesol Technologies

Du

Sales executive

May 15 2021-July 2022

Abdul Aziz Real estate Building Office

Providing Home Wi-Fi connection service offers to customers.

Boots Pharmacy

OMRON

Promoter

15th March – 14th July 2018

Outlet Mirdiff City Centre

Introducing New Advanced TENS Technology Pain Reliever E4 of Omron. Mainly giving awareness and selling of the product to customers for any sort of Muscles or joint pain in their body.

Almass Tower

Trans Atlantic / Star Gems

SALES DMCC TENDER

27th Feb - 6th March 2018

Took responsibilities of Diamonds which were of South African and Angolan plus managed the area, maintained and achieved client's services.

Gulfood:

Catalogue

ITP Media Group

18th - 22nd February 2018

DWTC where 4300 exhibitors were exhibiting. The task was to sell a Catalogue. A complete detailed information, including exhibitors Profile information.

Gitex:

Samsung

01st-8th October 2016

Gain experience in Samsung monitors and had a bunch of good consumers sale on monitors

Call centre:

Nielsen (CONFIELD Mena Research survey)

1ST - 15TH JUNE 2016

Worked in "Nielsen Company a Market Research Agency where I had to take a survey from our telecom providers and s their opinion on many products and services.

Promoter:

London Dairy Ice Cream

Red Cherry Management

29th April – 1st May 2016

Did Promotion for London Dairy Product as a sampling of ice creams Blue & Black tubs with the scratch and win coupons grand price BMW.

Volunteer:

Good Move Dubai

Plan B Solution

21st - 23rd April 2016

Exciting event for Dubai Government "Good Move Dubai " Responsibility of Photo booth & Instagram , clicking pictures as a public service and handling them their Polaroid pictures as well as updating pictures on Instagram for Good Move Dubai 2016.

Registerer:

D&D Latest

Reach The Stars

12 April 2016

Arab Fashion Show, show case my ability to guide and honor the guest towards their booked table.

Gitex Spring:

Hisense

30th March - 2nd April 2016

Gitex Spring great experience regarding Hisense brand and it's sales on television one of the best sales and customers satisfactions.

Promoter:

Kia Motors

18th March 2016

Build in experience in having people convince for their test drive for latest model 2016 of "kia Motors".

Surveys:

Skyline Entrepreneurship & Innovation Club and Sharjah

Tatweer Forum

March 2016

Asking General Public for their views regarding Enhancing happiness and well being of Residents of Sharjah , Enhancing transportation and Improving traffic situations in Sharjah or Developing Vibrant SME Sector in Sharjah for The Second Inter University Business Plan & New Idea Competition

has improved my verbal interaction with General Public.

Promoter:

Perfume Promotion

Kabayal Centre

8th - 10th March 2016

Selling of perfumes of trading company , Male and Female both of different variety of names best fragrance. Did a sale of 14/15 in a day one of the bestest sale experience .

Ushers:

MCL (Masters Champion League) /

PSL (Pakistan Super League)

Feb 2016

Guiding guests a right direction towards their required places, solving their queries and a tally of tickets.

Volunteer:

Standard Chartered Dubai Marathon 2016

22 Jan 2016

Responsibility of preventing any vehicles to pass through barriers and assist them regarding roads.

Promoter:

AL – Ain Dairy Milk Tetra Pack Cartons

2 Weekends in 2016

LuLu outlet in Umm Al Quwain:
Al-Ain Dairy, the UAE's largest dairy producer and one of its leading juice producers, the package offers consumers greater convenience for its unique package that protects from sunlight. One of the best sampling experiences with its fun gaming application that is enjoyable for both Kids and Adults .It's structure is designed based on the sampling of Al-Ain Dairy Milk Tetra Pack Cartons.

Sales Distributer:

Taj Mahal

2015

Best product of Taj Mahal (Saffron) had a great experience of the product and

interaction with the people along the sample of our product of sweets distribution made of "Saffron".

Events Management:

Student Event Committee

June 2015

Is part of such events which take place indoor and outside the university where you show case your ability to be part of such new and innovative ideas and entertain the students with holding up new programs.

Education

Association of Chartered Certified Accountant



Skyline University College
2015 - Present

IGCSE O Level



Arab Unity School
2010 - 2011

Skills

- Good Communication and Interpersonal skills practiced and achieved through coursework and part time jobs.**
- Can work for long hours under pressure and achieve deadlines,**
- Good analytical skills and organizational skills.**
- Excellent attention to detail.**

- Ability to offer extra effort when required,
- Discreet, trustworthy, Energetic, Hardworking and Creative.

Achievements

- I can say without doubt, that my biggest strength lies in the fact that I'm greatly optimistic. Apart from these I am Highly Competitive, Self Starter, and Hardworking, where as organized and flexible.
- Good in communication and negotiating skills supported by establishing quick report with clients Honest, Creative and Organized

IT Skills

Have excellent knowledge about the following MS Office programs (Office Automation / Internet)

- **MS Word**
- **MS Excel**
- **MS Access**
- **MS Power point**

INTERNET USAGE

Browsing various websites using Internet Explorer, Google chrome

Languages

ENGLISH - Excellent Fluency (read/speak/write)

URDU - Excellent Fluency (read/speak/write) [Native Language]

Personal Details

Date of Birth :	13th December 1995
Sex:	Female
Marital Status:	Single
Nationality:	Pakistan
Languages Known:	English, Hindi
Religion:	Islam
Passport No:	DM5977673
Date of Issue:	14 Jan 2022
Date of Expiry:	13 Jan 2024
Visa Status:	Company Visa
U.A.E Light Vehicle	Yes
Driving License:	