



## CURRICULUM VITE

**Munira Pulatova**

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Abu Dhabi U.A.E

### *Objectives:*

To work in a reputable company focusing the growth of sales by effectively handling the business plan to achieved the overall target as well as contributing my skills for team success and benefit utilize my organizational skills, educational background and ability to interact with clients, which will allow me to grow personally and professionally while taking up new challenges and more responsibilities.

### *Work Experience:*

#### **O'quv Markazi Language Center**

Teacher (From 2012-2014).

- Teaching Russian, Korean and English basics

#### **Shaxnoza Beauty Fashion Outlet Sales**

Team Leader (From 2009-2012).

- Manage customer inquiries and concerns.
- Merchandise dresses and accessories to the diverse customer base.
- Make recommendations and suggestions.
- Sales processing and payments.
- Controlling and monitor inventory.
- Create new ideas for products display.
- Maintain the sales record.

#### **French Uzbek Tourism Center**

Tourism Agent (From 2006-2009).

- Guide tourism groups within Uzbekistan.

### *Work summary:*

- ✓ Knowledge in Identifying target market and customer.
- ✓ Provide information and feedback on buying trends.
- ✓ Complex problem resolution.
- ✓ Identify new markets and business opportunities.
- ✓ Negotiate the terms of an agreement and close sales.
- ✓ Top-rated sales performance.
- ✓ Business recovery and sustainability.
- ✓ Complex problem resolution.
- ✓ Productive and be able to work individually using own initiatives and unsupervised.

- ✓ Ability to influence at all level.
- ✓ Excellent telephonic manners and super communication.
- ✓ Self-motivated and well organized
- ✓ Record sales and send copies to the sales office.

### *Other Personal Information*

- ✓ Ability to adapt to the work environment on diverse cultures and various level of people.
- ✓ Responsible, Trustworthy, Fast-Learner, Creative and Hardworking Person.
- ✓ Team Player, Social and Positive Thinking. Flexible and open-minded.
- ✓ Talent in searching for new clients who might benefit from company products or services and maximizing customer potential in designated regions.
- ✓ Developing long-term relationships with customers.
- ✓ Able to locate the territory/market's potential and determines the value of existing and prospective customers' value to the organization.
- ✓ Develop and implement special sales activities to reduce stock.
- ✓ Preparing quotations.
- ✓ Negotiating and closing sales by agreeing on terms and conditions.
- ✓ Administering client accounts.
- ✓ Analyzing costs and sales reports for the Company Supporting marketing activities by attending trade shows, conferences, and other marketing events.
- ✓ Coordinate company staff to accomplish the work required to close sales

### *Languages:*

**Uzbek:** Native.

**English:** Good Speaking, Writing, & Reading

**Turkish:** Flaunt Speaking, Writing, & Reading

**Russian:** Flaunt Speaking, Writing, & Reading

### *Education Qualification:*

- High School Certificate 2004.

### *Computer Skills:*

High capable of using computers and with good efficiency in productivity software such as:

- Windows 7
- Microsoft office (word, Excel) Internet.

### *Personal Details*

Date of Birth: 5rd Jan 1986

Nationality: Uzbekistan

Marital Status: Single