

INSA MANSAB DAR

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Dear Hiring Professional,

Please accept this letter as an expression of my interest for suitable position in your Organization. I am a highly motivated and progress-focused Sales & Marketing Manager with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives that I believe will prove valuable to your Organization.

Throughout the course of my career, I have perfected my documentation and reporting along strategy implementation abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed interpersonal, Secretarial Stenographic, and merchandising toward team efforts and business improvements. I am progressive-minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong customer service talents through communication skills. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Insa Mansab Dar



OBJECTIVE:

A Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to completion, designing educational strategies, and coaching individuals to success. Demonstrating exceptional communication skills, and making critical decisions during challenges. I am an adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

WORKEXPERINCE:

Sales and Marketing Manager Yas Tours LLC

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
- Assessed each location's individual and team performances, analyzing data trends to determine best methods to improve sales results.
- Answering calls and providing information about products and services, taking input of issues and their redressed thereof.

July 1st 2019 till November 20th 2019

Field Verification officer Emirates Islamic Bank

- Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments.
- Approve loan within specified limits, and refer applications outside those limits to management.
- Analyze applicant's financial status, credit, and property evaluations to determine feasibility of granting loans
- Undertake regular analysis and assessments of the field level data and information. To monitor preparation of reports and finalization of reports as per schedule
- Prepare reports to send to customers whose accounts are delinquent, and forward irreconcilable accounts for collector action.

November 3rd 2018 till June 20th 2019

Operations Representative Rak Bank

- Handling enquiries and creates customer data base on a regular basis also keeping a record of office correspondence independently, assisting the manager in managing financial queries of clients.
- Prepared orders to orchestrate transfers, tracked transactions and documented activities with detailed records.
- Maintained excellent attendance record, consistently arriving to work on time.
- A part of strategic planning and implementation so as to achieve the required target as defined in the yearly performance plan.

July 17th 2016 till Oct 20th 2018

Senior Supervisor (Event Management)

Army welfare trust(AWC)

- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Enhanced success of advertising strategies by boosting engagement through social media and other digital marketing approaches.
- Maintained detailed records of sales progress, inventories and marketing success to better align goals with company priorities.
- Collaborated with clients to maintain relationships and provide customers with thorough support and guidance.

Islamabad, Pakistan

December 20th 2015 till April 20th 2016

Marketing Executive Quay Audit & Certification

- Applied sales forecasting techniques and strategic planning to verify sales and profitability of products, lines and services.
- Developed new branding strategies and marketing collateral to foster business development and achieve revenue targets.
- Identified target audiences and devised campaigns to match target demographics and optimize results.

December 2012- November 2015

Customer Service Representative Du Telecom

- Appropriately allocated resourced, budgets, inventories, training support and team building materials to increase overall productivity.
- Created curricula, instructions, documents and written tests for various types of training courses.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

March 2011- October 2012

EDUCATIONAL BACKGROUND:

Bachelor of Business Administration,

(Specialization: Accounting & Finance)

Preston University Ajman Campus

2007 – 2010

Higher Secondary School Certificate,

(Pre –Medical)

Pakistani Is lamia Higher Secondary School

2005- 2007

Secondary School Certificate, Major in Pre Medical

Pakistani Higher Secondary School

2003 – 2005

SEMINAR/ TRAINING:

HRM specialization of the Master in Business Administration Management of Training Classes

Quality Management Training an informative conference

Entrepreneur and Women Empowerment

SKILL:

- Ability to work under any circumstances accurately and effectively.
- Plan work and manage time according to work reference.
- Excellent team leader and work outstandingly well in team.
- Creative, responsible, fast learner, Committed and Promising.
- Computer education by means of expertise in Microsoft Operating system in addition to glowing skills of operating and assembling all types of hardware.
- Work for long hours if service is required, reliable and flexible person.

AWARDS & RECOGNITION:

Employee of the year 2014 (Audit and Certification)

Best Team Leader 2017 (RAK bank)

I do hereby certify that the aforementioned data is true and correct based on my knowledge and experiences.