

# Curriculum Vitae



Ms. SAIRA ALI W/o ALI FAKHAR

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**Objective:** Looking for a position in a profession & challenging environment where I could use my knowledge & capability and be an asset to the company as well as the organization

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## **Service Experience –**

➤ **DUBAI DUTY FREE From April 2012 till the date(Sales Representative)**

Greeting Customers, Receiving Cash, Replenishing the area, co-ordinate with the suppliers regarding product sales performance and other trading issues Liaise with Purchasing and Operations Department Request stocks manage merchandise for relevant products Co-ordinate the implementation and management of promotions on the Shop-floor for relevant products

➤ **IMAGE SOLUTIONS From September 2010 till November 2010(Customer Service & Sales Representative)**

Attending calls, Checking Emails, Making Quotations, Invoices, Follow up

Quotations, Generating Reports, Updating Act and Phone Book, Updating Data Base, Calling clients for new offers etc

➤ **GALADARI MOTOR DRIVING CENTER(Customer Service Representative) From Nov 2007 to August 2010**

Performing duties as Reception, Telephone Operator involving registration of new students, assigning & extension of new classes, tests appointment, giving information etc

## **Academic Qualification:**

- Received Bachelor's Degree in Business Administration From London City College Dubai in 2012
- Passed SCC examination in Science from Federal Board of Pakistan through H.H. Sheikh Rashid Al Makhtoum Pakistan High School, Dubai in 2003
- Passed HSSC examination in Science from Federal Board of Pakistan through H.H. Sheikh Rashid Al Makhtoum Pakistan High School, Dubai in 2005
- Studying in London City college and completed 2yrs of Bachelors degree

## **Vocational Skills:**

- Completed 3 months Air Ticketing & Basic Travel Certificate course from Speed Way, Lahore, Pakistan
- Holder of Driving license since April 2008

## **Computer Skills:**

Operating system : MS WINDOWS XP

Office Application : MS Word, MS Excel

Communication : Internet &Email

**Languages known:**

English :Fluent

Urdu : Fluent

**Personal Details:**

Husband Name : Ali Fakhar

Date of Birth : 01/07/1986

Nationality : Pakistani

Marital Status : Married

Visa Status : Employment Visa

**Reference:**

Can be provided on demand