

Adiba Afreen

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OBJECTIVES:

To work hard & sincerely towards the company and absorb my Self into the field of sales & Marketing fully. Where I can apply the Knowledge that I have learn and gain the experience in meeting the challenges of real life.

WORK EXPERIENCE

Duration : January 2009 To May 2011
Employer : Gmadem Boutique
Position : Sales Executive
Business : Fashion
Location : Hyderabad (India)

About the Organization:

Gmadem Boutique is one of the leading fashionable garment store at Banjara Hills Hyderabad Telangana. It has a radiant range of clothing featuring antique silver & works of zari, zardozi and dabka. Sharara.

DUTIES AND RESPONSIBILITIES

Demonstrate & recommend products to optimize sales while offering excellent customer service. Support management at all times whilst acting in accordance Company Policies & Procedures.

Key Performance Areas to include but not limited to:

- Created seasonal clothing displays including the dressing and arranging mannequins.
- Created/rearranged fashion and jewelry displays to better complement the store's décor
- Organize floor displays for optimized consumer visibility.
- Offered fitting room assistant and suggestions.
- Managed cashiering activities in areas on purchasing, returns, exchanges, and enforced company policies.
- Responsible for actively seeking ways to maximize sale & achieve targets at every opportunity.
- Deliver excellent customer service in order to maximize potential sales.
- Aiming to achieve monthly, quarterly or annual targets.
- Responsible for actively seeking ways to maximize sale & achieve targets at every opportunity.
- Apply all Company Procedures, inducing the correct use of security measures, vigilance to all areas of risk & correct comp order to eliminate stock loss.

ACADEMIC PROFILE:

- B.B.A from IIBMS Business School.
- C.E.C from Board of Intermediate.
- SSC from Board of Secondary Education.

ACCOMPLISHMENTS:

- Having initiative, influencing, communication, negotiation & client convincing skills.
- I have strong interpersonal skills reflecting the ability to inspire teamwork, confidence
- MS – Office (Excel, word & Power Point).
- Operating Systems- windows Vista, 2007 & 2008.

PERSONAL TRAITS:

- I have strong interpersonal skills reflecting the ability to inspire teamwork, confidence and cooperation.
- I am able to relate well to a variety of styles and to build trust and consensus.
- Value the sharing of information and common goals, maintaining an environment of honesty, openness and energetic exchange.
- I am result oriented with the ability to prioritize and deliver key initiatives.
- Good Oral and Communication skills.
- Willingness to Learn.

PERSONAL PROFILE:

Name : ADIBA AFREEN
Husband's name : MOHAMMED YOUNUS MIRZA
Religion : Islam
Nationality : Indian
Visa status : Husband's Sponsorship
Languages known : English, Urdu and Hindi

DECLARATION:

I hereby affirm that the information above given by me is true and correct to the best of my knowledge and looking towards for a chance to work in your esteemed organization.

Date:

Place: Abu Dhabi.

(Adiba Afreen)