



SADIA MUHAMMAD RIAZ

Name

Dubai
Emirate

0562576001 | 055 2139772
Contact

sdiamuhammadriaz@gmail.com
E-mail

1 July 1997
Date of Birth

Pakistan
Nationality

Visit Visa
Visa Status

Urdu

English
Languages

Microsoft Word, Excel.
IT Skills

Available upon request
Reference

SUMMARY

- ❖ Pleasant appearance, personality and highly comfortable with public speaking.
- ❖ Ability to speak clearly.
- ❖ Strong Interpersonal skills
- ❖ Exceptional ability to stay focused on goals.
- ❖ Self-disciplined and maintain a positive attitude while handling rejection.
- ❖ Ability to provide good service, having a pleasant, patient and friendly attitude.

STRENGTHS AND SKILLS

- ✓ Dedicated and focused.
- ✓ Positive in engaging and action oriented.
- ✓ Possessed competitive spirit and energetic.
- ✓ Tenacious in all task assigned as labeled by the previous client.
- ✓ Competent, motivated and enthusiastic.
- ✓ Organized and proactive.
- ✓ Efficient, accurate and approachable.
- ✓ Possessed a proven ability to generate innovative ideas and solutions to the problem

PROFESSIONAL SUMMARY / EMPLOYMENT CHRONICLE

Sales Coordinator in Du Telecom UAE May-Nov 2018

- ❖ Generate reports based on the sales of employees in the sales department.
- ❖ Interact with people in other departments to help promote product.
- ❖ Reach out the existing and potential customers to present our product and Service offering.
- ❖ Enter and update the customer details and database.
- ❖ Achieve monthly sales targets as provided by management.
- ❖ Prepare sales targets and assist other members of the sales department in Meeting them.
- ❖ Attend to online on telephonic queries.
- ❖ Liaise between departments to provide support to sales activities.
- ❖ Assess the progress of sales activities.
- ❖ Document Validation.
- ❖ Call verification.

Mir Institute of Travel Services Feb-Apr 2019

Certificate for AIR TICKETING & TRAVELLING-ABACUS

Cashier in Nirala Sweet and Bakers PAKISTAN May 2019 Dec 2020

- ❖ Welcomed and attended to the needs of the customers including taking orders and serving.
- ❖ Operated the cash register and provided receipts and change to customers.
- ❖ Monitored the bakery inventory and added items to the display case as needed.
- ❖ Balanced register at the end of shifts.
- ❖ Assisted customers by providing information and answering questions.

EDUCATIONAL ATTAINMENTS

HSC - Allama Iqbal Girls College Pakistan 2015-2017

SSC - The Foundation School Pakistan 2013- 2015

COMPUTER SKILLS

Microsoft Word Excel, PowerPoint

PERSONAL INFORMATION

Date of Birth: 1 July 1997
Nationality: Pakistan
Marital Status: Single
Visa Status: Visit Visa

DECLARATION

I hereby declare that all the details furnished above are correct to the best of my knowledge and I bear further responsibility for the correctness of the mentioned particulars.

SADIA MUHAMMAD RIAZ

