

## IJAS CK

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving-skills

### PROFESSIONAL EXPERIENCE

Al radda grocery

United Arab emirates

Store and Market sales person

2022-2023

- Greeted and directed customers
- Answered to customer's questions about specific products and services
- Conducted price and feature comparisons to facilitate purchase
- Provided accurate information(eg product features, pricing and after sales services)
- Cross sold products
- Ensured racks are fully stocked
- Managed return of merchandise
- Coordinated with retail sales representative team to provide excellent customer service (especially during peak times)
- Informed customers about discounts and special offers
- Provided customer feedback to the store manager
- Stayed up-to-date with new products/services

Ruman Al Madina Super Market Ilc.

United Arab Emirates

Follow up clerk

2017-2019

- Processed customer orders and payments
- Stocked and replaced products to avoid any damages
- Kept shelves fully stocked with fresh products
- Prepared store displays and Ensured that products are accurately labelled
- Ordered out of stock products to fill the racks as well as go down
- Followed all the works through out the contract

Builton Developers

India

Leasing agent

2015- 2016

- Met potential renters and guided them on tours of available units
- Followed up on leads for potential renters
- Performed background checks, credit checks and other responsibilities to see if prospective renters are qualified
- Prepared Leasing documents for potential renters using property standards and regulations
- Handled the collection of rent payments, security deposits and application fees
- Kept residents Informed of any changes to rental agreements upcoming property issues

Mango suites

India

Front office executive

2015

- Performed all check in and check-out tasks
- Managed online and phone reservations
- Informed customers about payment methods and verified their credit card data
- Registered guests collected necessary information(like contact details and exact dates of their stay)
- Welcomed guests upon their arrival and assigned rooms
- Provided information about our hotels, available rooms, rates amenities
- Responded to clients' complaints in a timely and professional manner
- Liaised with our house keeping staff to ensure all rooms are clean, tidy and fully furnished to accommodate guests' needs

- Confirmed group reservations and arranged personalized services for VIP customers and event attendees, like wedding guests
- Upsold additional facilities and services, when appropriate
- Maintained updated records of bookings and payments

## EDUCATIONAL DETAILS

Bangalore university  
Bachelor's Business Management

India  
2012-2015

## SKILLS

- Meeting sales goal
- Customer relationship management
- Verbal and written communication
- Negotiation
- Team work
- Technical receptionist skill

## PERSONAL INFO

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## DECLARATION:

I do hereby declare that the above information is true to the best of my knowledge and belief

PLACE:

DATE: