

Sania Saleem

Objective

My aim is to acquire a rewarding and challenging position where I can utilize my diversified skills, knowledge and experience that can contribute to the success of your esteemed organization. Having proven myself in my current position I am now determined and confident to step into more challenging positions and utilize my skills, knowledge and experience for other jobs around me.

Strengths and Interpersonal Skills

- Good communication skills
- Ability to work under minimal supervision
- I am entrusted with and fully responsible and accountable in the job
- Prove myself as a good employee for the organization
- Dynamic and success oriented actively pursue self-development on both professional and personal level.
- Committed to anticipate and meet customer needs, by delivering superior customer service, through driving and sustaining a competitive edge.
- Ability to remain very focused, dedicated and works proficiently to achieve assigned goals and targets.

Educational qualifications

- **O' Levels (Science) - Grammar School, Dubai – UAE**
- **Bachelors in media sciences**
- **General Educational Development Course**

Computer Proficiency

- Good knowledge of MS Office applications like: **MS Word, Excel, PowerPoint, Outlook.**
- Excellent Knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Premium and Adobe audition.

Areas of expertise

- Retail Sales
- Administration tasks
- Clerical duties
- Document management
- Data entry

Languages known

- **English**
- Arabic (Basic Communication)
- Urdu
- Hindi
- Punjabi

Personal Details

Name: Sania Saleem
Date of birth: 06 Sep 1992
Visa Status: Residence visa
Nationality: Pakistani
Religion: Islam

Professional work experience

Worked as receptionist in Al Ansar International school.

- Worked as a computer teacher in Al Ansar international School. (March 2019 –)
- Worked as a cover teacher in kindergarten in Al Ansar International School. (January 2019 – March 2019)

Freelance work

- **Successfully designed logo, social posts and flexes for an Online shopping store.**
- **Designed a logo, social posts and flexes for an working Real estate**
- **Designed logo and flexes for an private food company**

SALES ASSOCIATE

May 2015 -: **Boots Pharmacy (M.H. Al Shaya Group Co. LLC)**

- Ensure high levels of customer satisfaction through excellent sales service.
- Assess customers' needs and provide assistance and information on product features.
- Maintain merchandise in presentable form to the assigned areas/shelves.
- Remain knowledgeable on products offered and discuss available options.
- Team up with co-workers to ensure proper customer service.
- Responsible for taking money in the form of cash, credit card or gift cards from customers.
- Scans items, provides change, balance cash drawer, and process card transactions.

EVENTS ASSISTANT

2014: Dubai Shopping Festival

I have worked with DSF - Dubai, as an Events Assistant. My job involved helping the event planners as and when required and promoting activities for the company I was hired for.

SALES PROMOTER

2013: Dubai Summer Surprises

I have worked with DSS - Dubai, as a sales promoter. My job involved promoting sales activities of DSS in City Center, Dubai.

EVENTS MANAGEMENT

2017: ART DUBAI –

I have worked with Art Dubai as a Volunteer and representor of a well-known artist. My job involved promoting his art and also handling the sales of the artist.

Volunteer Experience

- Volunteered as registration officer for Terry Fox Walkathon - 2011
- Volunteered as a promoter for Dubai Cares Event – 2008
- Volunteered art Dubai at Al Serkal Avenue - 2017
- Volunteered art Dubai at Design District - 2017

Interests / Activities

- Reading & surfing the internet
- Exploring new electronic & IT gadgets in the market
- Photography
- Travelling

Declaration

I hereby declare that, all the above information is true in best of my knowledge.

My objective at this instant is to establish a time when we can meet to discuss how my aptitude, professionalism, and enthusiasm will add value to your operation.

Thank you for taking the time to consider my application. I look forward to the opportunity of meeting with you and discussing my candidature for the position.

Sincerely,

Sania Saleem

054-4209008