



MAHRUKH RIAZ

 0569106278

 Mahayshah0@gmail.com

ABOUT ME

A dedicated, enthusiastic and passionate mature with immense courage to take up anything challenging. Highly motivated, reliable and organized person with excellent communication skills. Looking forward to be employed in a competitive environment.



Education

EDUCATIONAL ATTAINMENT

- Commerce Graduate major in marketing, Science and commerce college, Pakistan
- Diploma in Interior fashion designing, Pakistan



Computer Proficiency

- Word 2010
- Excel 2010
- Oracle, SAP, Tally



Languages

- English
- Urdu
- Hindi
- Arabic



Professional Experience

"Marketing Executive"-Al Safeer Group of companies UAE- (Aug ust 2017 to till date)

- Making Quotes.
- Following up with Customers and sourcing local Suppliers for required Item.
- Understanding items specifications & preparing appropriate proposal.
- Filing & organizing invoices by monthly wise.

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Responding to complaints from customers and give after-sales support when Requested; ensuring the adequacy of sales related equipment or material.
- Dealing & coordinating with vendors for media, brand logos & E-commerce.
- Assisting Finance dept. for all accounts related works.

"Sales Coordinator and Cashier "in Al Safeer Group of companies UAE-(June 2017 to Aug 2017)

- Greeting costumers with a smile.
- Responsible for receiving payment a cash.
- Providing excellent Customer Services.

"Cashier" in K.M Trading U.A.E. – (March 2017 to May 2017)

- In charge In Sales Documents /Expenses /Daily Reports
- Monitoring Sales Daily /Monthly/Annually Target



Personal Details

Father's Name: Mr. Riaz Shah

Marital Status: Single

Birthday: Oct 19, 1998

Gender: female

Visa Status : Employment

Passport No : CZ9912272

Declaration

I, Mahrukh Shah, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mahrukh