**Liza Ahadi**

**12646 Gun Avenue.**

**Chino, CA**

**951-775-7646**

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Objective

An accomplished, results-driven sales professional with over 12 years of sales experience focused on providing visionary sales leadership in highly competitive markets. Articulate and persuasive in dealing with: management, peers, staff, and diverse clientele. Consistently meets and exceeds corporate sales goals, while also mentoring staff to improve customer satisfaction. My main objective is to obtain a position that will enable me to use my strong sales skills, marketing background and abilities to work well with people. I am now looking for a suitable position with a company that hires exceptional people and gives them opportunities to build their career.

KeySkills

· Customer service

· Up-selling products

· Negotiating skills

· Administrative skills

· Computer skills & proficient in various software programs

· Typing speed- 60 + wpm

· Cash management

· Supervising customer interaction & employees

· Inventory

· Stocking

· Logistics

· Shipping & Deliveries

· Team motivation

· Sales strategy

· Merchandising

· Written & verbal communication

· Complex problem solving

· Organizational skills

· Research & analytical skills

· Staff schedule

· Hiring & training employees

· Promoting new products

Professional Experience

*PAYLESS CAR RENTAL - ONTARIO, CA*

*Rental Sales Agent: 03/2015 - 11/2015*

Create morning and closing reports for all rentals on given days, inventory on fleet per shift, monitore reservations, prepare & know numbers for the day, create general forecast for rentals on given days, greeted customers, provide exceptional customer service, answered multiple heavy phone lines while still helping costumers at counter, monitore and train other rental sales agents, perform sales techniques to up sell car rentals and sell insurance and other items to customers, maintain a high yield throughout month to keep company sales numbers up and for commission based incentives and pay, show and perform leadership qualities around all staff and other employees, create rental forecasts for upcoming weeks, knowledgeable in all insurance types and detailed information pertaining to them, highly knowledgeable in car fleet and specs in all rental cars, monitor rates for rental day and have adjusted if needed, communicate with CSA to prepare upcoming needed cars for reservations throughout daily shift, inventory on supplies, incident reports for any damaged fleet coming in, protocols and regulations on different scenarios for rental cars, highly capable of performing job alone at site on heavily scheduled shift, dealing with long customer lines and still performing high quality service to all customers.

*POMPE - MURRIETA, CA*

*Sales Manager: 01/2011- 01/2015*

Greeted all customers with friendly and upbeat attitude, provided excellent customer service, knowledge in all products, created staff work schedule, supervised others, cashier, sales floor, determined most cost-effective marketing and hiring strategies, stocked sales floor, achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; and initiating corrective actions, ensured the availability of merchandise by maintaining inventories, markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios, protected employees and customers by providing a safe and clean store environment, maintained operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures, and contributes to team effort by accomplishing related results as needed.

*PARKTEL USA- IRVINE, CA*

*Secretary / Sales/ Logistics: 01/2007- 11/2010*

Answering multiple phone lines, placing orders, creating invoices using Quickbooks, promoting new products & increasing sales, creating promotional ads, ensure optimal experience for each client from initial meeting through final delivery, providing exceptional customer service, preparing products for shipment, searching for new freight companies, gathering quotes for shipping prices, maximize sales by regularly connecting with well-established clients, and building relations with prospective customers, promote new products and keep informed of sales events, creating shipping labels, track shipments and inform clients of expected arrival date, consistently monitor inventory levels and in store products, type up reports, accounting, sales meetings, staff schedule & timecards, reporting all sales revenue to cooperate.