Sara Torkamani
Sales & Retail Assistant

in linkedin.com/in/SaraTorkamani

v5.1.0

Friendly and reliable Sales & Retail Assistant with over 9 years of experience in customer service, sales, and stock management. Strong work ethic and positive attitude, with a track record of helping customers and keeping stores running smoothly. Quick to learn, great at working in teams, and always ready to help. Based in Richmond and ready to join immediately.

✉ mrs.sara.torkamani@gmail.com   📞 +44 777 132 9796   📍 Richmond, London, UK

Professional Experience

Founder and Manager

Bitty Style Full-time   (1 year 8 months) *07/2020 - 02/2022*

- Established an online clothing store and increased sales revenue by 150% by utilizing strategic marketing campaigns, social media engagement, and customer satisfaction programs.
- Created relationships with multiple suppliers, resulting in a diverse product line and 25% higher profit margins.
- Analyzed customer buying patterns and optimized product offerings resulting in a 20% increase in sales revenue within the first quarter of management.

Office Manager

Ermile Full-time   (4 years 7 months) *06/2015 - 12/2019*

- Enhanced employee productivity and reduced overhead costs by 30% through implemented and maintenanced of effective office management systems, by reducing paper use, the organization also achieved a more eco-friendly workplace.
- Improved office productivity by renegotiating vendor contracts and finding cost-effective solutions and managed the office relocation project, ensuring a seamless transition and minimizing disruptions.

Sales Associate

Noshahr.com Full-time   (2 years 3 months) *02/2013 - 04/2015*

- Achieved over 40% revenue growth by exceeding sales targets through effective communication and building strong customer relationship.

Education

B.S. in English Translation
TMQU - Toloue Mehr Qom Higher Education Institute   *2016 - 2021*

B.S. in Food Science and Technology
Khazar Institute of Higher Education   *2012 - 2014*

A.S. in Chemical Industry
TVU - Technical and Vocational University   *2010 - 2012*

Skills

Persistence · Collaboration · Presentation · Word · Excel · PowerPoint · Teamwork · Scrum

Languages

English Fluent B2   **Persian** Native   **Azerbaijani** Native