



# ABRORBЕК INOMJONOV

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**Nationality:** Uzbek

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**Address:** Andizhan,  
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## AREAS OF EXPERTISE

SALES ASSISTANCE

CUSTOMER SERVICE

ADMINISTRATION

ACCOUNTANCY

PRESENTATION

ADVERTISING

CLIENT PURSUASION

web development

## PERSONAL SUMMARY

Target beating and customer focused candidate for sales position who possesses a friendly and personable approach along with strong time management skills and the ability to listen carefully to client requirements. Have the entrepreneurial spirit required to work in highly flexible, rapidly changing, ambiguous work environments. Having insatiable energy to produce results and being able to quickly build outstanding customer relationships, would be a valuable addition to ambitious company.

Having worked in a fast-paced and busy fashion industry, has learned to organize and manage time properly. Presently wants to join a growing dynamic company.

## CAREER HISTORY

Responsible for contributing to the overall performance of the store by driving sales at every opportunity while at the same time making sure every customer receives exceptional level of service and enjoys their visit to the store.

“APPAREL GROUP”  
“CHARLES AND KEITH”  
Dubai/Abu Dhabi, UAE

02/2019 – 10/2022

## SALES ASSOCIATE

- Greeting customers in warmly manner.
- Offering customers and explaining the details about the product in the store
- Meeting and exceeding the targets.
- Processing returns and refunds as required in line with company procedures.
- Store operation procedures
- Transferring and Receiving stocks through the system and physically
- Visual merchandising
- Responsible for reporting daily, monthly, yearly, summaries of the sales incomes.
- Giving advice and guidance on product selection to customers
- “Go the extra mile” to drive sales.
- Resolve customer complaints.

## CAREER STATEMENT

*“I feel that my greatest strengths are my ability to develop and maintain a close working relationship with my customers. This allows me to gain in-depth understanding of their individual needs and requirements.”*

**“AVVA” STORE**  
**Tashkent, UZB**

**LANGUAGES**

ENGLISH – FLUENT

RUSSIAN – FLUENT

TURKISH – BASIC

UZBEK – NATIVE

*05/2016 – 06/2018*

**SALES ASSOCIATE**

- Ensure high levels of customer satisfaction through excellent sales service.
- Promote products, sales, discounts, special promotions and do upselling
- Great and serve the walk in customer, direct selling and cross selling
- Make sure the working area is kept in an organized and clean condition
- Handle all verbal complaints and feedback from the Customers with the intention of achieving a positive outcome for both parties
- Ensuring that each client receives outstanding customer service
- Handling the cash and credit card transactions
- Establishing and maintaining regular contact with customers
- Maximizing store revenue by suggesting upgrades, insurance and add-ons to customers.
- Ensuring the company store in a high standard of customer service
- Give ideas regarding offers to make sales more proficient
- Offering alternatives and up-selling to customers

**PERSONAL SKILLS**

*LEADERSHIP,*

*AN EYE FOR DETAIL,*

*EXCELLENT COMMUNICATOR,*

*QUICK-LEARNER,*

*PROBLEM SOLVING,*

*TEAM PLAYER,*

*MULTILINGUAL.*

**HOBBIES**

*SPORTS,*

*READING MARKETING  
BOOKS,*

*HISTORY,*

*BREAKING NEWS,*

**EDUCATION**

- **BACHELOR OF SCIENCE in BUSINESS ECONOMICS, BANGOR UNIVERSITY in MDIST** 2016-2019
- **FOUNDATION AT MANAGEMENT DEVELOPMENT INSITUTE OF SINGAPORE in TASHKENT.** 2015-2016
- **DIPLOMA IN COMPUTER SCIENCE, BUSINESS COLLEGE OF ANDIJAN** 2012-2015

**KEY COMPETENCIES AND SKILLS**

- Knowledge at health and safety values
- Experience of Microsoft software like Word, Excel and PowerPoint
- Able to learn new methods or knowledge by teaching them to others
- Producing written information for customers and reports for managers
- Developing customer service procedures, policies and standards
- Customer service skills
- Marketing skills
- Able to work under pressure