



# ODINA KHAKBERDIEV

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## SKILLS

- Successful working in a team environment, as well as independently
- High motivated and enthusiastic best service experience and knowledge
- The ability to work under pressure and multi-task.
- To ability to follow instructions and deliver high quality results

## WORK EXPERIENCE IN UAE

### ONLINE TELESALLES

MAY 2020 NOW



- Answering questions about products or the company.
- Asking questions to understand customer requirements and close sales.
- Contacting potential or existing customers to inform them about a product or service using scripts.
- Check customer's order details with actual items before sending for packing.
- Reschedule exchange items and follow up the processes

### ADMIN

AUG 2019 APR 2020



- Checking data accuracy in orders and invoices
- Contacting clients to obtain missing information or answer queries.
- Schedule meetings and travel arrangements for senior members of the company.
- Provide administrative support for operations team.
- Act as the connecting piece between the customer and the Salesperson by doing things like processing orders.

### SALES ASSOCIATE

MAY 2019 AUG 2019

- Providing world class customer service whilst dealing with high profile members of the public.
- Meeting and greeting customers in a professional manner to build rapport
- Communicate with customers to find out comforts and make them to coming back here
- Check with customers to take action to correct any problems at the same time by own responsibility

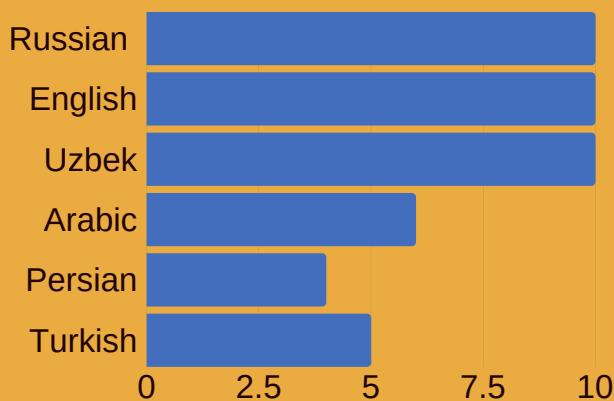
## ACHIEVEMENTS

THE BEST LEADER OF THE YEAR  
2015 from SamSIFL

THE BEST TEAM CREATOR  
2014 from SamSIFL

THE BEST LEADER OF THE  
FACULTY  
2013 from SamSIFL

## LANGUAGE SKILLS



## TECHNICAL SKILLS

- MC OFFICE: word, excel, power point....
- Any new technology can learn very fast
- Have can do attitude

## CONTACT



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Dubai UAE



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## EDUCATION

Bachelor degree - Samarkand State  
Institute of Foreign  
Languages(SamSIFL) 2012-2016

### SALES ASSOCIATE

NOV 2018 MAY 2019



DEBENHAMS

- Meeting and greeting with customers to provide world class customer service
- Helping with the visual merchandising of the store
- Support the store manager under own responsibility
- Give the team more emotion to increase daily sales target
- Pay more attention for regular customers
- Providing world class customer service whilst dealing with high profile members of the public.

### SALES EXECUTIVE

OUG 2018 NOV 2018



- Providing world class customer service whilst dealing with high profile members of the public.
- Meeting and greeting customers in a professional manner to build rapport
- Communicate with customers to find out comforts and make them to coming back here
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### WORK EXPERIENCE IN UZB

#### SENIOR SALES ASSOCIATE Calvin Klein

MAY 2016 AUG 2018

- Meeting and greeting customers in a professional manner
- Providing excellent customer service and after sales to encourage repeat business
- Check with customers to take action to correct any problems.
- Report to the manager sales status and stock status

#### SALES ASSOCIATE

MAY 2016 APR 2017

pierre cardin

- Meeting and greeting customers in a professional manner
- Communicate with customers to find out comforts and make them to coming regularly
- Make sure store visibility and circle count reports, make face map
- Try to find out alternative thing instead of non stock item of customers

#### VIP GUIDE TRANSLATOR for the Ministry of Culture Kuwait for "SHARK TARONALARI" INTERNATIONAL MUSIC FESTIVAL

MAY 2015 - SEP 2015

- Provide world class guide service
- Showing and introducing related obj
- Giving right information about local people and life
- Help delegation to organize their performance

