

# Tareq Mohammed Khayyat

Address: **Dubai, UAE**  
Contact Number: **+971 50 652 8312 / +971 55 373 0362**  
E-mail: **tareqkhayyat@yahoo.com**



## Sales & Customer Service Executive

### PROFILE SUMMARY

Highly motivated and target driven executive with 17+ years of proven track record in sales. Always showed knack in dealing with multicultural clients, providing efficient support and service that contributes to business growth. Admired and valued by colleagues and superiors for dedication, exceptional work performance, and for always adhering to the highest standards of integrity and professionalism. Team player, persuasive and always enthusiastic to rise to any challenge.

*Aspiring for a challenging post in a reputed organization and the opportunity to have a valuable impact on the company's growth while developing sales and customer service skills.*

#### Strengths

- |  |  |
|--|--|
| + Rich Exposure in Perfumery & Fashion Industry    | + Certified & Experienced Fragrance Specialist |
| + In-depth Knowledge with Highend Brands           | + Outstanding Customer Service Skills          |
| + Merchandizing & Stock Management Adept           | + Admirable Negotiation & Persuasion           |
| + Knowledge in Cash Registry Management            | + Arabic Native Speaker – Basic Russian Adept  |
| + Team Player with Ability to Work Collaboratively | + Winsome Personality – Can Do Attitude        |

### WORK EXPERIENCE

#### Sales Executive (Fragrance Specialist) – Paris Gallery | Dubai, UAE Jan 2007 – Present

- Job Role:
- Facilitate proactive sales of company's products including concurrent tasks in display management, inventory control and cash counter.
  - Answer customer inquiries regarding product, pricing and promotion.
  - Utilize sales strategy to assist and guide customers through purchasing decisions. Execute marketing schemes and promotions to drive business.
  - Uphold sales target attainment as set by managers and contribute to team targets.
  - Help display products emphasizing salable features.
  - Assist merchandizing or rotating of products according to company guidelines.
  - Gain knowledge and stay abreast with assigned products. Read product information and promotional materials from manufacturers.
  - ✓ ***Received commendation from management for the dedication and exceptional performance in Q1-2015 that greatly contributed to Paris Gallery P16's success.***

#### Customer Service Executive – Rent A Car Company | Dubai, UAE 2004 – 2006

- Job Role:
- Served as front line for fast and friendly customer service. Helped clients in renting cars and offered other types of products such as upgrades, or additional insurance.
  - Dealt with customer enquiries about availability and cost of vehicles.
  - Made bookings and explained terms of rental or leasing agreements.
  - Worked closely with customers to make sure they understood their responsibilities.
  - Processed paperwork and license requirements.
  - Handled customer disputes and tried to maintain customer confidence in the company.

# Tareq Mohammed Khayyat

Contact Number: +971 50 652 8312 / +971 55 373 0362  
E-mail: tareqkhayyat@yahoo.com

## Medical Representative – Alphamed | Dubai, UAE

2001 – 2003

- Job Role:
- Arranged appointment with doctors, pharmacists and hospital medical teams.
  - Contacted potential customers, assessed their needs, presented suitable promoted products, and persuaded them that products (rather than those of competitors) can best satisfy their needs. Provided product information and delivered product samples.
  - Attended and organized trade exhibitions, conferences and meetings for doctors.
  - Regularly attended company meetings, technical data presentations and briefings.
  - Build and maintained positive working relationships with medical staff and supporting administrative staff: developed strategies for increasing opportunities to meet and talk to contacts in medical and healthcare sector; kept detailed records of all contacts.
  - Monitored competitors' activities and products. Analyzed market conditions to identify competitive advantage, and kept abreast with activities of health services in the area.
  - Pursued continuous learning and professional development.

## TRAINING & CERTIFICATION

XXX - Skyline College

**Sales & Customer Service Training** – Al Futaim Institute

**Sales & Merchandizing Training** – reputed high end brands

*Love Moschino, Roberto Cavalli, Saint Honore, Aigner, Christian Bernard, Nina Ricci, Escada, Gant, Police, Cerruti 1881, Jean Paul Gaultier, Cacharel, Guy Laroche, Ted Lapidus, Just Cavalli, Fossil, Emporio Armani, Philip, Michael Kors, Sector Maserati, Morellato, Swarovski, Givenchy, Fendi, Versace, Burberry, Mont Blanc, Dior, Karloff, Diesel, Dunhill, etc.*

## LANGUAGE PROFICIENCY

	Speaking	Listening	Writing
English	●●●●○	●●●●○	●●○○○
Arabic	●●●●●	●●●●●	●●●●●
Russian	●○○○○	●○○○○	○○○○○

## IT SKILLS

MS Office (Word, Excel, PowerPoint), E-mail & Internet Applications

## PERSONAL DETAILS

Nationality : Syrian  
Date of Birth : 21<sup>st</sup> July 1979  
Visa Status : Employment  
Driving License : UAE Light Vehicle