**Curriculum Vitae**

**Sahira Noor mohammad**

Blodg 1596 Flat 1 Road 625 Block 306

Manama Town, Bahrain.

Mob: 35540967

Sales Assistant

PERSONAL SUMMARY

An articulate, smart and professional sales assistant who always puts the customer first. Possessing an ability to identify a customer’s needs promptly and accurately, Michael has a long history of being able to satisfy the most demanding of shoppers. He possesses a track record of meeting sales targets by any means at his disposal, including conducting sales focused research and surveys with customers and launching promotions through a company’s website. He is career minded and is currently looking for a unique opportunity to join a company that offers long term

**Personal Information:**

***Name:*** Sahira Noor Mohammed

***Date of Birth:*** October 18. 1996

***Place of Birth:*** Manama, Bahrain

***Gender:*** Female

***Marital Status:*** Single

***Qualification:*** Present- Student of Diploma in Business Administration (University Of Bahrain)

***Email Address: Sahiranoor1996@gmail.com***

***Contact No:*** 35540967

**Professional Abilities:**

***Personal and Self Management:***

* Strong personal initiative; quick learner in mastering job requirements.
* Highly organized and dedicated with positive attitude.
* Ability to learn very fast from mistakes, and not to be repeated.
* Excellent written and oral interpersonal communication skills.
* Perform multiple assignments under pressure and consistently meet deadlines.
* Hard worker; committed to efficient and productive operations.
* Friendly, best at team work.

***Achievements & Hobbies:***

* Interested in discovering new and challenging things, surfing net.
* Photography
* Travelling and surfing the internet
* Internet wide knowledge background for learning something new and entertainment
* Character Certificate After schooling (2015)
* **Educational Background:**
* ***University:***
* 2019 - Present University Of Bahrain
* **Course:** Diploma Business Administration
* ***Secondary Education:***
* 2012-2015 Al-Hoora Secondary Girls School, Bahrain

**employment history**

Responsible for not only assisting the customer with the selection of products, but also involved in the day to day running of the store in areas such as processing payments, meeting sales targets and the maintaining stock levels. Involved in any area that may benefit the store, sales team and customers.

**Duties**

 Processing new stock and getting it ready to be put out on display.

 Arrange orders and deliveries of stock for customers.

 Keeping an look out for shop lifters, fraudulent credit cards and malicious damage to stock.

 Standing at the front of the shop and talking to passers by about the stores special offers.

**Computer Skills:**

* Software & Hardware.
* Microsoft Office.

**Languages Known:**

* English - Written & Spoken
* Arabic - Written & Spoken

**Job Experience:**

* Working in Charles and Keith as a sale person – Seef Mall – 9/feb/2019
* Worked an Assitant in University office for 2 months – 4 Oct – 4 dec – 2018 .

**Reference**: Available upon request

available to you throughout the application process

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**