

# FARWA SAMEER

Sales Executive

## CONTACT

☎ 0329-8433133  
✉ meerfarwaah@gmail.com  
📍 Tanveer Town Kharian City

## EDUCATION

**SSC-2018-2019**

HSSC-2019-2020

**Bahria University Islamabad**

Bachelor of Applied Psychology  
2021 Continue

## SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Sales
- Critical Thinking
- Leadership

## LANGUAGE

English

Urdu

## ABOUT ME

I have worked in sales, where I focused on building relationships with clients and achieving sales targets. My role involved identifying customer needs, presenting products or services, and negotiating deals. I also collaborated with the admin team to ensure smooth operations and maintain accurate records of sales activities. This experience helped me develop strong communication and organizational skills.

## EXPERIENCE

Administration Office (IELTS PTE Counsellor)

### Financial Training Institution

I was responsible for managing daily operations, organizing schedules, and maintaining records. I handled communication between departments, assisted in project coordination, and ensured that administrative processes ran smoothly. My focus was on improving efficiency and supporting the team with various tasks

### Dawood Family Takaful (Sales)

- I focused on building rapport with customers, understanding their needs, and persuading them to make purchases.
- I tracked calls and follow-ups to ensure effective communication and maximize sales opportunities.

### Immi Consult pvt(sales/telecaller)

- Working with the wider development team.
- In sales my main responsibilities included reaching out to potential clients, presenting products or services, and addressing any inquiries they had.



