



Inayat Mahmood

Sharjah

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Personal Details

- Date of Birth : 13/12/1987
- Nationality : Pakistan
- Religion : Islam
- Gender : Female
- Driving Licence : UAE Valid Light Vehicle Licence
- Father's Name : Mahmood Ahmed
- Visa Status : Visit Visa

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Oct 2021 - Dec 2022

Hotel Javson, Sialkot

Food And Beverages Sales Coordinator

- Schedule all meetings with interested and confirmed parties, include type of booking, payment schedules, budgeting and planning, theme/motifs, timetables.
- Meeting with the hotel accredited list of vendors and services providers to negotiate products, services, merchandise for the event and finalized pricing products.
- Influences customers to buy products and services by following a prepared sales talk.

May 2021 - Aug 2021

Nisa Girls College, Sialkot

Front Office Administrator

- Greeting and directing visitors, answering phone inquiries and handling complaints.
- Coordinating schedules, arranging meetings, distributing memos and reports.
- Converting customer inquiries into sales opportunities.
- Assists telemarketing teams in identifying and qualifying potential prospects.

Aug 2020 - April 2021

AMK Sports, Sialkot

Merchandizer, Correspondent

- Develops relationships and communicates with customers over the phone and delivers high service standards as outlined in the Product Sales Case and Data Sheet.
- Planning and developing merchandising strategies.
- Process orders requested in correspondence.
- Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time scale.
- Compose letters in reply to correspondence concerning merchandise, invoices, damage claims, credit information requests, delinquent accounts, incorrect billing or unsatisfactory service.

2015 - 2016

Send Exchange, Abu Dhabi

Remittance Officer

- Receive and payout money.
- Counted cash in system at beginning and end of shift.
- Purchase and sale of foreign currencies.
- Skilled at receiving and processing banking transactions.
- Knowledge of proper cash handling procedures.
- Processing the salary through WPS (Wages Protection System).
- Cash cheques and pay out money after verifying the signatures are correct, written and numerical amounts agree and that account has sufficient funds.

Education

2008-2010

Sarhad University of Science and Technology, MAS Education Center, Abu Dhabi
Bachelor of Commerce

2005-2007

Nisa College, Sialkot

Intermediate of Computer Science, Sialkot

2002-2004

Sheikh Khalifa Bin Zayed Arab Pakistan School, Abu Dhabi
Matriculation (Science)

Certificate

- The International Computer Driving License, ICDL
Duke Institute, Abu Dhabi UAE
- International Air Transport Association, IATA Travel and Tourism Diploma
Syscoms College, Abu Dhabi UAE

Languages

- Urdu (Native)
- English (Full professional proficiency)
- Arabic (Limited working proficiency)

Skills

- Social Media Marketing
- Strong Organizational Skills
- Teamwork And Interpersonal Skills
- Customer Service
- Technology And Software
- Good Sales Ability

Reference

- References available upon request -