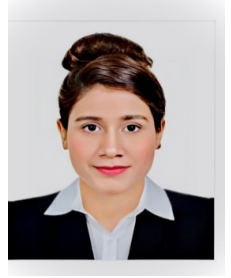



Komal Saeed



A self-motivated skillful professional with around one year experience inclusive four years in UAE in aspects of Administration, Field Marketing Research, HR, Teaching. To pursue a challenging career where my capabilities & experience can be fully utilized for the growth of the company with honest hardworking, performance and dedication.

 Komalsaeed009@gmail.com

 058 158 2004

 Sharjah, United arab emirates
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WORK HISTORY

July 2021 to June 2022

Sales Representative

Tekmark International, Ajman , United Arab emirates

Job Responsibilities & Target

- Receiving client's instructions to render our services
- To provide a central point of contact to engage with supporting departments/suppliers as necessary; To create quotes at agreed margins
- Ensure work is delivered to agreed service level
- Administer orders with special instructions and documentation requirements
- Expedite project orders and prepare required client reports
- Communicate with all departments involved in completing quotations
- Purchase or coordinate with purchasing the entering of project related purchase orders
- Perform other related duties as requested by supervisor or manager.

January 2021 to July 2021

Administration Support

Sparkling Diamonds and Cosmetics LLC, Dubai, United arab Emirates

Hr and administration

Sparkling Gold Diamonds And Cosmetics, Dubai

Job Responsibilities & Target

- Prepare periodic HR reports
- Undertake research on a range of
- HR related issues

SKILLS

- Microsoft Office skills,
- Administration
- E-mail Communications
- Vendor Handling and
- Negotiate skill
- Strong in Follow-ups
- Customer Service Expert
- Excellent Communication.

EDUCATION

October 2020

Bachelor's Computer Science

Lahore leads university,

Lahore, Pakistan

- Complete software development life cycle experience (SDLC) from inception to implementation including requirements, design, development, testing and training.
- Analyzing Information, Programming Skills, Get Software Requirements, Software Design, Documentation and Debugging.
- Develop Software according Development Process.
- Expertise and hands on

- Assist in the preparation of notes/reports
- Provide general office support services; process, draft, edit, proofread.

June 2019 to December 2020

FRONT LINE ASSOCIATE

Sajwani Exchange, Sharjah, United arab Emirates

Job Responsibilities & Targets

- Worked As Customer Service Expert.
- Receive/issue cash transactions like remittance, foreign currency exchange, WPS, Demand draft, TT, and value- added services transaction payments etc.
- Collect cash against any transaction.
- Provide cash against transaction / vouchers.
- Ensure genuineness of currency notes being exchanged.
- Tallying of cash as per system and deposit with treasury

December 2017 to June 2018

Web Research Analyst

RED SIGNAL, Lahore, Pakistan

Job responsibilities and Target

- Researching data and updating data bases
- Data Entry Maintaining the front-end inventory of e-commerce website Uploading products to website(using Channel.
- (Advisor and Magento).

VISA STATUS

Resident visa (own)

LICENSE

Light vehicle

experience in Software Development and programming languages such as C#, T- SQL, Angular, HTML/CSS/Bootstrap, JavaScript and Mvc Architecture.

LANGUAGES

English:

Master or proficient (C2)

Urdu:

Master or proficient (C2)

Hindi:

Master or proficient (C2)

Arabic:

Beginner (A1)

CERTIFICATIONS

Certification:

- National Certificate in Information Technology (level 2), National Vocational Qualification Framework (NVQF)
- National Certificate in Computer Applications and Software.