

NASEEM UMMER



PROFESSIONAL SUMMARY

Highly driven and enthusiastic professional with extensive experience in retail environments, known for consistently achieving and exceeding sales targets through strong interpersonal skills and a deep understanding of customer needs. Adept at creating engaging shopping experiences by offering personalized recommendations, managing product displays, and maintaining a welcoming store atmosphere. Experienced in coordinating with team members to optimize store operations, maintain inventory accuracy, and support promotional campaigns. Brings a proactive attitude, adaptability to dynamic work settings, and a strong commitment to delivering value and satisfaction in every customer interaction.

EXPERIENCE

SALES EXECUTIVE

International Optique kuwait salmiya | 2023 March - 2024 December

- Greeted and assisted customers in selecting eyewear and optical products based on prescription, style preference, and budget.
- Delivered exceptional customer service by providing product knowledge, style advice, and lens recommendations to ensure customer satisfaction.
- Achieved monthly and quarterly sales targets through effective communication, upselling, and cross-selling techniques.
- Managed the complete sales process from consultation to purchase, including billing, product fitting, and post-sale support.
- Maintained visual merchandising standards to enhance product presentation and store aesthetics.
- Coordinated with the optometry team to ensure smooth customer flow and timely service delivery.
- Supported promotional campaigns and contributed to in-store marketing initiatives to boost sales and brand awareness.

CASHIER AND ACCOUNTANT

CeeKey Gold & Diamonds, Kannur | 10 Jan 2025 - 25 May 2025

- Handled daily cash transactions, ensuring accurate collection and balance at the end of each shift.
- Assisted in preparing monthly financial summaries and cash flow reports.
- Verified daily transactions and supported the internal audit and stock-checking process.
- Provided excellent customer service during billing, explaining pricing and offers clearly.
- Resolved customer billing or payment-related issues quickly and professionally.
- Maintained confidentiality of financial and customer data at all times.
- Supported senior accountants during bank deposits, account statements, and vendor payments.

CONTACT

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EDUCATION

BBA

Kannur University
63% | 2021

HIGHER SECONDARY EDUCATION

CBSE
70% | 2018

SSLC

Board of Public Examination, Kerala
65% | 2016

KEY SKILLS

- Customer Relationship
- Product Knowledge
- Effective Communication
- Sales Strategy
- Time Management
- Market Research
- Sales Reporting
- Conflict Resolution
- Negotiation Skill
- Team Collaboration

TECHNICAL SKILLS

- MS Office
- MS Word
- MS Excel

PERSONAL DETAILS

- DOB: 29/04/1999
- Nationality: Indian
- Marital status: Unmarried