

Cover Letter

Dear Sir,

I would like to take this opportunity to apply for the suitable position being offered by your company. I believe that I have the experience you've been searching for and I would be honored if considered as a candidate to fill this position.

I have diploma in business Administration and I have spent the last thirteen years working in sales field. During this time I have gained experience in handling contracts and providing clients with extraordinary customer service. I also understand the importance of maintaining confidentiality when it comes to client and company information.

I'm hard working, professional and have outstanding communication and interpersonal skills. I have the ability to answer questions efficiently when dealing with clients in person and to maintain appropriate phone etiquette at all times.

My experience includes preparing daily and weekly sales analysis, monitoring product trends, evaluating productivity and giving presentations. I have outstanding computer skills, the ability to use discretion and to make sound judgments when dealing with potential clients. My skills also include the ability to multi-task, pay attention to detail and to anticipate customer needs in advance.

I fully believe a meeting would be beneficial to both of us and would appreciate the chance to discuss this position and my qualifications in more detail. I can be reached at +971554455983 and hope to hear from you soon.

Sincerely,

AICHA

Abu Dhabi



AICHA

Abu Dhabi, UAE

Mob N: +971555502933 / +971554455983

E-MAIL: alzeidiaicha9@gmail.com

Personal details:

Nationality : MOROCCO

Date of birth : 01/03/1983

Marital Status: Married

Visa Status : Visit Visa

Objective:

I am a talented individual looking to work for a well-reputed company or any local government organization that can help me put to use my knowledge of technology and office abilities, and be part of a team that can help develop my skills.

I like to revert to creativity in my work and express new ideas to achieve the highest levels of practical implementation.

Education & Qualifications Experience:

- Holds a diploma from high institute technology application in business Administration
- One year in university Studying the Law.
- Holds a high school.
- Working at Crystal Gallery as Sales associate from Dec 2019 till 30 Nov 2020.
- Worked at Hidayath Group position sales coordinator from 2015 till 7 Nov 2019.
- Worked at Azadea group retail fashion division position sales associate from 2011 Till 2015.
- Worked at Shamael for production and Designing position Receptionist from 2007 Till 2011.
- Service culture.
- Smart steps towards excellent service
- Loss prevention
- Commercial understanding
- Managerial conflict solving

Skills:

Information technology skills:

- Internet and Email
- Arabic And English typing

Office Skills:

- Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
- Prepares and then follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.
- Efficiently respond to any online or telephone queries in a calm and friendly manner.
- Maintain accurate and organized customer files
- Schedule deliveries
- Develop long-term relationships with customers
- Use appropriate office technologies and computers to process and track orders and maintain excellent communication with all contacts
- Follow company policies and procedures
- Settles upon delivery dates and times with other departments to make sure that the consumer interaction is of the utmost of professionalism
- Other duties assigned.

Internal Other Skills:

- office communication
- Working in groups.
- Time management
- Organization skills.
- Administration duties.
- Working under pressure.
- Responsible, dependable hard worker.
- A positive attitude which enables me to adapt to changes.

Language skills:

- Arabic : Mother tongue
- English : Very good.