



KOMAL SAEED

📍 Dubai , UAE

🚗 Light vehicle

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PROFESSIONAL SUMMARY

A self-motivated skillful professional with around four years experience 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.

WORK HISTORY

PROMOTER (ILT20), 01/2024 - 02/2024

LA Fusion, Dubai

- Set up promotional displays or booths at event
- Arranged products, merchandise and other materials while setting up stands in exhibitions, trade fairs and shops
- Organised and participated in promotional events to boost brand visibility and market presence

ADMINISTRATION, 01/2023 - 12/2023

Sparkling Diamonds and Cosmetics LLC, Cosmetics, Dubai

- Hr and administration
- Prepare periodic HR reports
- Undertake research on a range of HR related issues
- Assist in the preparation of notes/reports
- Provide general office support services; process, draft, edit, proofread.

SALES REPRESENTATIVE, 01/2022 - 12/2022

Tekmark International

- Responsibilities & Target
- Receiving client's instructions to render our services
- Ensure work is delivered to agreed service level
- Administer orders with special instructions and documentation requirements
- Expedite project orders and prepare required client reports
- Purchase or coordinate with purchasing the entering of project related purchase orders

FRONT LINE ASSOCIATE, 06/2019 - 12/2021

Sajwani Exchange, Sharjah

- 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

WEB RESEARCH ANALYST, 12/2017 - 06/2018

RED SIGNAL, Lahore

- 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).

01/0001

- Sharjah, United arab emirates

SKILLS

- Programming Skills
- Software Design
- Documentation and Debugging
- Development and Programming language such as C#, T-SQL, Angular HTML/CSS /Bootstrap,JavaScript and Mvc
- Architecture skills
- Microsoft Office skills
- Administration
- E-mail Communications
- Vendor Handling and Negotiating skills
- Customer Service Expert

EDUCATION

Lahore leads univeristy, Lahore

Bachelor's: Computer Science

Complete software development life cycle

ACCOMPLISHMENTS

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