

Curriculum Vitae



Erum Mustafa (Amie)

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OBJECTIVE:

In quest of a position in the capacity of Sales Coordinator, Administration Assistant; Customer Service where I can groom with integrity to utilize my time-tested abilities, ideas, experience for the benefit and growth of the organization. Analytical, drive to surpass goals. Meeting deadlines. Time management, multitask oriented.

PROFESSIONAL EXPERIENCE IN DUBAI:

1. Organization : **Bushrat Hussain Adv**
Designation : Sales Executive
Tenure : July 2021 to Till now

Duties & Responsibilities

- Meetings with Clients for the presentation of the product
- To achieve the sales target.
- Sending emails regarding the promotions about services.
- Making calls to avail new clients and existing clients.

2. Organization : **Zaabeel Advertising L.L.C**
Designation : Sales Coordinator
Tenure : April 2014 to December 2020

Duties & Responsibilities

- Meetings with Clients for the presentation of the product
- To achieve the sales target.
- Sending emails regarding the promotions about services.
- Making calls to avail new clients and existing clients.

3. Organization: **Rapid Transport L.L.C.**
Designation : Administrative Officer
Tenure: Jan 2013 to May 2013

4. Organization : **Al Rais Cargo**
Designation : Office Coordinator
Tenure : Nov 2010 to Sep 2012

5. Organization : **Elite Classic Hotel Apartments**
Designation: Admin Assistant
Tenure : May 2008 to Oct 2010

6. Organization : **Princess Hotel Dubai.**
Designation : Admin Assistant
Tenure : April 2007 to April 2008

PROFESSIONAL EXPERIENCE IN PAKISTAN:

7. Organization : Caltex Pakistan
Designation : Forecourt Manager
Tenure : June 2003 to Feb 2004

8. Organization : Shell Pakistan
Designation : Recovery Officer
Tenure : June 2000 to May 2001

EDUCATION QUALIFICATION:

Graduation from University of Punjab in 1993.

H.S.C in Arts from Lahore Board in 1991.

S.S.C in Arts from Lahore Board in 1989.

ADDITIONAL QUALIFICATIONS:

Three Months **English Language** Course from Domino Learning Centre in 2006

Three Months **C.L.P** Course from S.D.C Karachi in 2006.

PERSONAL DETAILS:

Nationality: Pakistani
Father Name: Ghulam Mustafa (Late)
Languages: English, Urdu, Hindi, Punjabi
Marital Status: Single
Visa Status: Employment Visa
Driving License: UAE Valid License