



ZOHA UBAID

0568024670

zohahmed12@gmail.com

EDUCATION

Bachelors Of Finance

Westford University- Sharjah

Current

Association Of Chartered
Certificate Accountancy
Tabani's School Of
Accountancy - Karachi

2022 - 2023

Inter In Commerce - Muhammad
Brohi Govt Degree Girls College -
Karachi

2020 - 2022

EXPERTISE

- Continuous Improvement
- Multitasking Abilities
- Teamwork and Collaboration
- Critical Thinking
- Communication Skills
- Abaption and Flexibility

LANGUAGE

- English
- Urdu

PROFILE

Driven by a results-focused approach, I excelled at Al Taqueef Air Conditioner Company by pioneering solutions that enhanced efficiency and project delivery success. My adeptness in problem-solving and exceptional communication skills fostered strong client relationships and team collaboration. Achieved consistent top performer status by analytical thinking and multitasking abilities.

WORK EXPERIENCE

Al Taqueef Air Conditioner Co - Sharjah

Sales Cum Admin

- Maintain and contribute to a strong reputation for quality and reliability among clients.
- Developed tailored solutions in response to unique customer needs, increasing overall satisfaction rates.
- Ensured compliance with industry best practices and standards
- Increased sales revenue by 15% by identifying and targeting high-potential accounts

Current

Royal Palm Holidays Fze - Sharjah

Customer Service

- Working with the wider development team.
- Managed customer complaints effectively, offering solutions
- Handled high call volume while maintaining a professional demeanor and ensuring solutions
- Collaborated with team members to improve customer experience and boost company reputation

2023-08-
2024-03

Waleed AL Ali Tours-Sharjah

Sales Representative

- Expanded customer base through cold calling, networking, and relationship building
- Enhanced client satisfaction by addressing concerns and providing exceptional service
- Analyzed performance to identify areas for improvement

2023-01-
2023-08