**NABEELA ALAM**

Address: House No. 67 Block -16, F.B Area Near Ancholi, Karachi.

Cell Number: 0300-9205174

Email: nabeela.alam2015@gmail.com

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| **CAREER OBJECTIVE:** |  |

Seeking a challenging career that utilize my skills in my area of competence, enriches my knowledge and gives me a chance to be a part of a team that contributes towards the growth of the organization, there by yielding the benefits of job satisfaction and convenient professional growth.

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| **ACADEMIC QUALIFICATION:** |  |

* **Graduation**: Bachelors of Arts in English Literature from University of Karachi

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| **Work experience:** |  |

* **Account Manager** at **Olive Digital** : Present (US Based Design Sales & Support)
* **Senior Sales Executive** at **Appedology PVT Ltd.** for 15 months : 2019 – 2021 : (US Based)
* **Project Coordinator** at **Arthur Lawrence** for 10 months**:** 2018 – 2019

(US Based)

* **Customer Service Specialist** at **Ibex Global ( A TRG Company)** for 08 months : 2017 – 2018 : (US Based)
* **Senior Sales Executive** at **Axact** for02 years **:** 2015 – 2017
* **Sales Executive** at **Digital Globe Services ( A TRG Company)** for 01 year **:** 2014 – 2015 **:** (US Based)

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| **TECHNICAL Skills :** |  |

* **Certification in Information Technology** from InfoBase college of Business & Information Technology

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| **AWARDS & aCHEIVEMENTS:** |  |

* Axact Gold Performer **(Axact)**
* Certificate of Excellence for Outstanding Performance in Attendance & Punctuality **(Sybrid MD)**
* Certificate of Excellence for Outstanding Performance in Attendance & Punctuality **(Sybrid MD)**
* Certificate of Excellence for Outstanding Performance in Attendance & Punctuality **(Sybrid MD)**
* Employee of the Month **(Sybrid MD)**
* Promoted from Recruitment Coordinator to Project coordinator **(Arthur Lawrence )**
* Performance Appreciation Certificate **( Appedology)**

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| **LIGNUISTIC SKILS:** |  |

* Professional level fluency in spoken English
* Complete command over written English

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| **PROFESSIONAL Skills :** |  |

* Design Sales & Support
* International Sales & Marketing
* Customer Support & Customer Retention
* Lead Generation
* Business Development
* Project Management
* Team Management
* Client Engagement & Client Satisfaction
* Telemarketing & Telesales
* Handled both Inbound & Outbound Dialing
* Have experience of B2B, B2C,H2H Marketplace
* Excellent Sales Acumen **NAL Skills :**

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| **REFERENCE:** |  |

* Will be furnished upon request.