

**Sameena Fatima**

Hyderabad,

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**8341204900**

A highly organized and hand working individual looking for a responsible position.

To gain practical experience. And secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. I'm willing to make/adjust to any challenge that comes my way. Ability to implement effectively and one time.

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#### **PROFESSIONAL EXPERIENCE**

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**Corporate account manager-Novatta Technologies Hyderabad.**

**Novatta Technologies: IT Products and solutions**

2019(June)-2021(Oct) 28 Months

- Sales Planning
- Meeting Sales Goals
- negotiating contracts and packages
- Contributes to team effort by accomplishing related results as needed.
- Client Relationships
- Presentation Skills
- establishing new business
- Knowledge of MS Office software
- Prepares reports by collecting, analysing, and summarizing information.
- working towards monthly or annual targets.

**Sales Executive-Sahab Technologies Dammam Saudi Arabia (Work from home)**

**Sahab Technologies: IT products and services**

Oct 2021-Nov 2022

- Specialize in managing relations with both smaller and larger vendors.
- Wide range of experience with selecting vendors and managing relationships
- Familiar with retail and corporate technology
- Arranged monthly vendor meetings and responded to inquiries.
- establishing new business
- Client Relationships

- Meeting Sales Goals
- working towards monthly or annual targets.
- Knowledge of MS Office software
- Knowledge in working on Office 365

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#### EDUCATION

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- 2017-SSC/O. S International School, Hyderabad
- 2019-Intermediate/ O.S Junior College, Hyderabad
- 2022-Bsc Nutrition/O. S Degree College, Hyderabad

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#### OTHER ACTIVITIES

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- Cooking
- Dancing
- Playing game
- Listening to music
- Browsing internet

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#### Language Know

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- English
- Hindi

I look forward to any opportunity to discuss the position and what I can do for your company. I believe my vision and values align with your company and that I'd be a great fit for your organization. Thank you for your time in reviewing my resume.