



Khadijah Noor

Sales representative

London, UK

Khadijah is **Available to work**

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Work Preference

Location: Not looking to relocate

Pattern: Open to Part-time work

Employment: Hourly Consulting

Skills

Receptionist Duties (Advanced)

Sales Services (Advanced)

Sales Administration (Advanced)

Telephone Reception (Advanced)

Reception Areas (Advanced)

Office Procedures (Intermediate)

Telephony (Intermediate)

Telephony Support (Intermediate)

Office Operations (Intermediate)

Telephone Support (Advanced)

Conference Rooms (Advanced)

Receptions (Advanced)

Languages

English (Fluent)

Arabic (Work Proficiency)

Urdu (Fluent)

Panjabi (Work Proficiency)

About

BRANDS WORKED WITH

24Seven London

Balmain

Experience

Sales Representative

24Seven London | May 2022 - Now

- Dealt with 60 to 80 customers on a daily basis in multiple retail luxury brands - especially female
- Maintained a proactive approach to existing sales strategies, based on deep analyses of customers, exceeding personal/professional sales with over 10% to 15% per shift
- Anticipated customer needs, providing them with excellent customer service while upholding brand standards



Receptionist

Balmain | Feb 2020 - Aug 2021

- Smoothly managed the day-to-day front desk operations and warmly welcomed 150-200 customers per day, coordinated check-in, and directed them to the appropriate sales staff
- Managed 2 phone lines and facilitated over 50-60+ calls per day with clients, vendors, and staff
- Provided excellent customer service with a helpful and friendly attitude
- Provided administrative and clerical support to 12-15 staff members per day
- Co-ordinated pick up and delivery of express mail services, unpacked inventory, and stocked supplies

Education & Training

2022 - 2023

The University of East London - School of Health, Sport & Bioscience

Bachelor's in Biomedical Sciences (BSc),