



SYED SALMAN ABBAS RIZVI



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0506425346



Dubai, UAE



Indian



light vehicle

EDUCATION

Bachelor of Arts
Kanpur University,
Kanpur , April 2015

LANGUAGES

Hindi, Urdu: Native language

English: C1
Advanced

Persian: A2
Elementary

WORK HISTORY

July 2022 – January 2023

Al Sabr Contract LLC- Sales Executive, Dubai, Dubai

- Fostered positive relationships with customers to enhance loyalty and retention.
- Built focused new client networks, growing business opportunities and increasing revenue possibilities.
- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Delivered professional sales presentations, creatively communicating product quality and market comparisons to prospective clients.

October 2017 - November 2019

Empire Hotel Apartment Dubai Front Office Manager, Dubai, UAE

- Assisted administrative staff with special projects using file management skills.
- Performed administrative support tasks such as data entry, appointment scheduling and phone call screening.
- Screened and verified visitor IDs, maintaining security of personnel and office environment.

December 2016 - November 2017

Golden Square Hotel Apartment Dubai Front Office Receptionist, Dubai, UAE

- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
- Maintained reception area in orderly manner to provide visitors with positive first impression of company.
- Handled money for customers and visitors.

March 2015 - November 2016

IBIS Real Estate Lucknow- Real Estate Agent, Lucknow, India

- Ensure adherence of leases and contracts.
- Conducted up to viewings .

- Answered phone calls and emails from potential and existing customers.
- Assisted in selling properties worth over

December 2014 - November 2015

Diplomat Hotel - Front Office Receptionist, Lucknow, India

- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
 - Maintained reception area in orderly manner to provide visitors with positive first impression of company.
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SKILLS

- Salesforce
- Customer service
- Customer relations
- Retail marketing
- Lead development
- Internet and e-mail marketing
- Sales goal attainment
- Relationship management