Hareem Hamid

Business Administration
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SUMMARY

Detail-oriented Business administration graduate with expertise in strategic planning, sales strategies, financial analysis, and CRM tools. Skilled in market research, sales growth strategies and KPI performance tracking to drive business success. Proficient in Microsoft office and Zoho CRM for business intelligence solutions. Adept at client relationship management, business development, and operations optimization. Passionate about leveraging data driven decision making to enhance organizational efficiency.

EDUCATION

Master of Business Administration, MBA **Istanbul, Turkey**
HALIC University 2024-2025

Bachelor of Business Administration, BBA **Istanbul, Turkey**
Istanbul Bilgi University 2019-2023

WORK EXPERIENCE

Senior Property Consultant **Istanbul, Turkey**
Property Turkey November 2024 – May 2025

- Designed and created promotional materials to advertise new listings online and in print.
- Guided clients on tours of newly built homes to find the perfect listing for each client.
- Tailored investment solutions for international investors based on market trends and objectives.

Sales Consultant **Istanbul, Turkey**
International Plus Clinic Sales Department March 2024 – October 2024

- Achieved and exceeded sales target for products and services, increasing revenue by 15%.
- Managed 1000+ client queries providing exceptional support ensuring high customer satisfaction.
- Developed data driven sales strategies, leveraging CRM analytics for targeted marketing.
- Conducted market research to identify new opportunities for business growth.

Al-SHARQ Event Coordinator Intern **Istanbul, Turkey**
AL-SHARQ October 2023 – December 2023

- Assisted in event planning, coordinating and successfully managing large-scale conferences.
- Collaborated with multiple teams in logistics department transportation and event arrangements.

Student services Advisor Intern **Istanbul, Turkey**
Istanbul Bilgi University June 2020 – August 2020

- Assisted international students in admission requirements and in study permit files preparation.
- Prepared and processed documentation for ERASMUS exchange program students.

SKILLS

Core Skills: Microsoft office | Power BI | Zoho CRM | Client relationship management | Sales Analytics | Brand Positioning | Strategic Planning

Soft Skills: Leadership | Communication | Teamwork | Analytical Skills | Decision Making | Problem Solving | Presentation Skills | Time Management

Languages: English: Native | **Urdu:** Native | **Punjabi:** Fluent | **Turkish:** Basic

CERTIFICATIONS

- Business Metrics for data driven companies – Coursera
- Al SHARQ Internship Program – Event Management & Coordination