

# ADAM MUSTAFA

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## Education

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**No Degree:** Management Information Systems  
**San Jose State University** - San Jose, CA

## Professional Summary

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Motivated student looking for real-world experience in sales. Connects well with others, builds relationships and handles tasks with minimal oversight. Diligent individual ready to learn techniques to achieve optimal results.

## Skills

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- Strategic Vision
- Promotions Programs
- Conceptual Understanding
- Customer Retention
- Internet Sales
- Effective Customer Communication
- Efficient Sales Transactions
- Microsoft Excel

## Professional Experience

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**Online Sales** 06/2020 to Current

**Myself** – Milpitas, CA

- Drove revenue totals by bringing in top sales numbers through online selling apps.
- Promoted products in online communities through weblog or discussion-forum postings, e-mail marketing programs or online advertising.
- Developed successful online sales operations from scratch by establishing and following strategic vision, mission and operational plans.
- Responded to customer issues and resolved complaints by leveraging expert procedural knowledge.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

**Volunteer** 12/2018 to 12/2020

**Hikma Health** – San Jose, CA

- Assisted with special events or programs.

- Maintained clean, neat and operational facilities to serve program needs.
- Used strong interpersonal communication skills to convey information to others.
- Volunteered with groups and organizations to help make measurable differences for program recipients.