

HALEEMA SADIA

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SUMMARY

Results-driven and adaptable sales and client communication professional with experience in U.S.-based remote campaigns, appointment setting, and consultative client handling. Strong background in inbound and outbound sales processes, lead qualification, and CRM management. Skilled in building rapport, handling objections, and closing appointments in fast-paced environments. Also an independent trader managing a large online community, demonstrating strong discipline, analytical thinking, and performance-based decision-making.

CORE SKILLS

- Consultative Sales & Closing Support
 - Appointment Setting & Lead Conversion
 - Objection Handling & Client Persuasion
 - CRM Management & Pipeline Tracking
 - Inbound & Outbound Sales Communication
 - Remote Client Relationship Management
 - High Ticket Closing
 - High Pressure Performance Environments
 - Community & Audience Management (3K+ Members)
 - Analytical Thinking & Decision Making
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WORK EXPERIENCE

Customer Service Representative – Health Insurance Feb 2022 – Dec 2023
Digital Telemarketing Solution (Pvt.) Ltd. – Sargodha

- Assisted U.S. citizens with selecting and enrolling in health insurance plans
- Handled inbound and outbound calls, resolving client queries with professionalism
- Maintained HIPAA compliance and ensured high standards of customer service

Real Estate Appointment Setter Jan 2024 – Feb 2026
Elements Business Development – Remote (U.S. Campaign)

- Engaged with warm and cold U.S.-based real estate prospects through structured outbound calling campaigns as a closer
 - Qualified high-intent leads, handled objections, and actively closed real estate deals.
 - Managed full sales cycle including follow-ups, pipeline movement, and conversion-focused client communication
 - Maintained CRM records with accurate deal status updates, ensuring consistent tracking of closed and pending opportunities
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WORK EXPERIENCE

Independent Trader & Community Manager
Self-Employed – Remote

2022 – Present

- Developed trading expertise through continuous market analysis and live execution since 2022
- Managed and scaled a 3,200+ member trading community, driving engagement and disciplined-based execution flow
- Closed client deals for account management services, equity management solutions, and profile challenge passing services
- Strengthened client conversion by guiding users through funded account challenges and structured trading programs
- Built strong relationship and accountability skills through consistent audience management

EDUCATION

Diploma in Information Technology

2023

National College of Technology

Matric in Computer Science

2020

Girls Higher Secondary School

CERTIFICATIONS

- **IELTS** (Overall Band: 6)
 - **LanguageCert** Speaking: 47/50
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