**CURRICULLAM VITAE**

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**Career Aspirations:**

To be a successful employee by being a good listener, follower. Leading an organization by optimizing

My strength in line with organizations growth plan.

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**BRIEF OVERVIEW**

Highest levels of customer service, customer satisfaction.

Management, Scheduling and team building of Staff.

Expertise in working in fast-paced and high-tech environment.

Detail-oriented, accurate and dependable, with an uncompromising work ethic.

An active listener with strong interpersonal skills, strive to understand client needs.

Created integrated Strategies to develop and expand existing customer sales,

brand and product development.

Adept at managing multiple projects simultaneously while maintaining composure

and a sense of humor .

Having good understanding of business strategies, policies, procedures and related practices

for the Company .

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**Qualification & Skills**

Academic Qualification: B.A - Mumbai University-2001

Computer Awareness: Well versed with Outlook, MS Word, Excel, Internet Applications, SAP

Application software: MS-Office 2010

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Date Of Birth: 12th April 1980.

Languages Known: English, Hindi.

Marital Status: Married

Hobbies and Interests: Listening to Music.

Personal Skills: Leading capability, Punctual, Polite &Presentable.

Analytical Skills and Commitment towards Goals

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**PROFESSIONAL EXPERIENCE**

1. Company: **Al Reyami Trading Enterprise.(Part of Al Reyami Group)**

Designation: **Asst Manager (Retail Sales-Showroom**)

**Role:**

 Dealers of various products like Ceramics, tiles, wooden flooring, carpets ect.

(Johnson tiles, Gala, Grohe, Krono,Weitzer , Milliken,Desso)

 Generate sales from Walk-in customers and also handled group sales for in-house Companies

 Other clients: Al Futtaim, Al Hosn Gas, Rivoli etc

 Reporting to the Director Sales and Marketing.

 Conduct weekly meeting with team to achieve sales target.

 Training and motivation of the team.

 Strong focus on Sales Targets (monthly/quarterly),MIS Reports, Cash closing .

 Display and merchandising of product.

 Allocating daily task to team members.

 Regular change of display as per new products, range.

 Regular stock check co-ordination with warehouse and logistics.

 Interacted positively with customers from all backgrounds.

 Handling customer complaints and come up with prompt solutions.

Ensure high level of customer service, skill staff to maximize sales.

Best of verbal and written skill.

Business development activity like visit Interior Designers, Architects etc

Duration: 28th May 2012- Till Date

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2. Company: **H&R Johnson (I) Ltd part of Prism Cement.**

Designation: **Sr.Executive Sales**

**Role**:

 India’s No 1 Ceramic manufacturers, Handled Multiple Company Retail Showroom.

 Generated Sales from Walk-in Clients (Builders, Architects & Designers).

 Achieve sales target before dead line.

 Maintaining MIS Reports on daily basis.

 Taking initiative with creative idea for display of products

 Regular stock check, co-ordination with different departments

Duration: 24th March 2007- 30th April 2012.

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3. Company: **RAK Ceramics India Pvt Ltd**

Designation: **HR & Admin Assistant**

Role:

 Inward outward call-EPBX System.52 ext.

 General Administration-House keeping staff, dealing with Vendors.

 Time Office Management-Pantry & Stationary purchases.

 Welfare & office maintenance.

 Co-ordination for travel (Ticket booking Air, Train, Bus)

 Dealing with different vendors for payments and delivery

 Fixing appointment for interview with candidates

Duration: 1st March 2006 to 30th March -2007

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4. Company: **Furniture Concept (I) Ltd**

Designation: **Receptionist cum Telephone Operator**

Role:

 Calls Handling-telephone book -records

 Inward & outward courier

 Mail management

 Coordination with Clients for delivery and payments

Duration: Jan 2001 to Oct 2002

Rejoin Dec 2004 to Feb 2006

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