**Gulfjobseeker.com CV No:** **105252**

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 **Personnel Summary:**

 **To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business and technological advancements.**

 **Educational Qualification:**

 **Master of Business Administration**

 **(M.B.A ) HR & MARKETING)– (2009-2011)**

**BACHELOR OF SCIENCE**

 **(B.sc COMPUTER SCIENCE)- (2006-2009)**

**Professional experience:**

**uae**

* **ORGANISATION:**  NATIONAL STORE (CANON)**.**
* **DESIGNATION**  : SALES
* **DURATION**  : **JANUARY 2013 TO TILL DATE**

**DUTIES & RESPONSIBILITIES**

* Perform direct marketing and sales activities to generate sales as per the agreed sales and marketing plan.
* Present to customer the latest updated offers issued and prepared by the sales manager in order to increase sales in the showroom.
* Respond to and follow up sales inquiries by mail, telephone.
* Maintain and develop existing and new customers through planned individual account support.
* Monitor and report on activities and provide relevant management information.
* Capable of explaining all the information of the products as well as communicating the use of all the products in the most professional and efficient way.
* Maintain and develop a computerized customer and prospect database.
* Implement the sales strategy within her showroom.
* Attend training and to develop relevant knowledge and skills.
* Implement shop merchandising, layout and customer traffic flow so as to maximize sales, customer satisfaction, appearance, image and ergonomics for customers
* Responsible of the proper display of the products in the showroom.
* Make sure all the required quantities of products are displayed in the showroom and eliminate the stock shortage.
* Prepare all the transfer orders to replenish the showroom stock.

**INDIA**

* **ORGANISATION:** hotel shelter**.**
* **DESIGNATION**  : ADMIN ASSISTANT
* **DURATION**  : **February 2012 TO October 2012**

**DUTIES & RESPONSIBILITIES**

* Answer the telephone in a professional manner to include answering general non-technical question, directing/forwarding calls to director ,manner and staff and taking messages for the same
* Answer the registration phone as back up as requested
* Schedule meeting through Microsoft outlook for the director ,managers and staff, as requested
* Schedule weekly opening remarks for the director and acting directors
* Schedule and manage the teleconference line, conference room and invocation lab, resolve scheduling conflicts as needed
* Develop agendas, take notes, prepare meeting minutes for multiple weekly and bi-weekly meetings to include staff meetings, program director/account manager meetings as requested
* Develop MS Excel spreadsheets and track data as requested
* Develop MS PowerPoint presentations as requested
* Prepare and edit variety form, letter, label, memos, documents and reports and make copies as needed, based on oral or written instruction from director and manager
* Collect organize and format data from staff for data calls and report as requested
* File paper document in appropriate folder and electronic files in appropriate directories
* Coordinate on-site and virtual meeting to include electronic calendar invites to all staff, room scheduling and set-up, coordination with IT and other staff for equipment ,connectivity and presentation material as requested
* Coordinate on-site and virtual staff training to include coordinating staff availability, hotel room reservation and meals as needed and electronic invites to all staff, classroom set up, course material, nametag and tent card preparation production

**Technical Skills:**

**Office Automation Tools: MS OFFICE, TALLY**

**Personal Profile:**

**Date of Birth : 19th August 1988**

**Sex : Male**

**Marital Status : single**

**Languages known : English, Tamil**

**Nationality / Religion : Indian / Muslim**

**Declaration:**

 I hereby declare that all the information furnished above is true to the best of my knowledge and belief.