
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date 10/11/2014	CV No 97050		
Profession / Specialty		SALES REPRESENTATIVE / EXECUTIVE.			
Industry / Projects					
Nationality	INDIAN	Place of Birth / City of Origin		MANGALORE.	
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion	ISLAM	Birth date (DD-MON-YEAR)		08/12/1991	
Languages	Mother Tongue BEARY	Other Languages HINDI, ENGLISH, MALAYALAM, KANNADA			
Qualification	XII				
Gulf Experience	0 Years 0 Months	Total Experience		3 Years 6 Months	
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Visa Validity Date	D 17 M 12 Y 2014	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent			
Employment Status	<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	Currency - INR - Value 18,000	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary	Currency - AED - Value 4,000.	<input type="checkbox"/> Salary Increment Letter		<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> IMMEDIATE					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes FIT TO WORK.					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes NO					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes NO.					
What is the reason for your Job Search?		To Settle Down in Life.			
How many jobs you have applied so far?		How many interview calls you have received so far?			
What is your talent? Describe in detail. I Have a good communication skill, Quick learner, And can handle any Pressure in a company.					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	Worked 2+ yrs with employer
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job
IT Literacy		Arabic Proficiency		On Job Training Certificates	Awards or Appreciation
				IELTS Proficiency	Experience Verified
Bonus Score		+ Gulf Score		+ Education Score	+ Experience Score
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score
					1



Objective

My career, outlined on the resume, is marked by abilities and skills developed by a strong work ethic with vast experience of over 3 Years.

I would like to be part of an Organization that offers potential growth, advancement opportunities, challenge and stability. Thank you in advance for your generous consideration.

Professional Qualifications

PUC – Milagres Pre University College, Mangalore – India
SSLC – Bharathi English Medium School, Mangalore – India

Job Experience

1. Working with _____ - Mangalore (October 2012 – till date)

- **As Sales Executive**

- Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
- Visiting potential customers to prospect for new business.
- Acting as a contact between the company and its existing and potential markets.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Representing the organization at trade exhibitions, events and demonstrations.
- Negotiating variations in price, delivery and specifications with managers.
- Advising on forthcoming product developments and discussing special promotions.
- Liaising with suppliers to check on the progress of existing projects.
- Checking quantities of goods in stock.
- Recording sales and order information and sending copies to the sales office.
- Reviewing own sales performance, aiming to meet or exceed targets.
- Gaining a clear understanding of customers' businesses and requirements.
- Making accurate, rapid cost calculations, and providing customers with quotations on time.
- Feeding future buying trends back to employers.
- Inputting all necessary information into computer regarding equipment under refurbishment.
- Following – up with the vendor for the requested parts for each equipment.
- Keeping an active file for all equipment under refurbishment.
- Updating weekly summary reports as directed by the management
- Developing and implementing program activities, coordinating efforts of subcontractors, production departments, and field service personnel, and resolves problems in area of logistics to ensure meeting of contractual commitments.

2. Worked with **Seeco Constructions** - Mangalore (April 2011 – October 2012)

- **As Administrative Staff / Sales Support**

- *Management of all general facilities; functions and overseeing of all office staff.*
- *Preparation of Quotations, Invoices, Release Orders, initiate and receive all invoices and purchase orders.*
- *Co-ordination with clients for Invoicing and overseeing delivery of order accordingly.*
- *Handling customer inquiries, complaints, billing questions and payments.*
- *Preparation of Monthly Salesman Performance and Expense Report.*
- *Performing most administrative duties of the site: Preparing vacation requests for the employees and follow-up for the status of the request to HR. Sending all personal requests of the employees to H.R.*
- *Attending meetings and perform office management functions as directed.*
- *Keeping appointment calendars and scheduling appointments.*
- *Providing support to the sales team, ensuring all sales and service objectives were met.*
- *Generated repeat business through successful client follow-up.*

3. Worked with **Fame** (The Boutique) – Mangalore (September 2010 – March 2011)

- **As Salesman**

- *Involved in devolving sales & pricing strategies*
- *Maximizing store revenue by suggesting upgrades*
- *Offering face to face advice to customers on the store products*
- *Responsible for the daily management of the bill in the absence of the sales manager*
- *Handling customer complaints*
- *Greet customers and ascertain what each customer needs*
- *Maintain an awareness of all promotions and advertisements*
- *Gaining a clear understanding of customers requirements.*
- *Generated repeat business through successful client follow-up*
- *Gaining strong knowledge and understanding of clients brand and products*
- *Organizing weekly team meetings with staffs and senior managers*
- *Involved in the day to day management of clients*
- *Maintaining contact with clients, giving them regular updates*

Computer Knowledge

Four years working knowledge of computers in all types of Windows Operating Systems including all versions of MS Office.

- Microsoft Word, Excel, Access, PowerPoint, Outlook Express.
- Microsoft Windows XP
- Microsoft Office XP Professional

Personal Information

Date of Birth	:	08.12.1991
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi, Kannada, Malayalam
Visa Status	:	Visit
Date of Issue	:	30.09.2014
Date of Expiry	:	29.09.2024
Place of Issue	:	Bangalore

References

Furnished upon Request