### SUNIL

### [SUNIL.18065@2freemail.com](mailto:SUNIL.18065@2freemail.com)

***To work with an organization where my knowledge and skills can be enhanced in order for the organization to grow and for me to excel in this challenging industry.***

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| **Relevant Experiences and Career Snapshot** |

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| **Sales Supervisor – Acer Computers ME Ltd. Dubai, UAE** | **Feb 2014 Present** |

* Managing a Team of 25 Sales Merchandisers Across UAE
* Managing two of the top Hypermarket Accounts Carrefour & Lulu
* Visiting all the Stores across UAE and making sure the Brand is properly merchandised
* Co-ordinating with Sell in Team to Conduct promotions and special deal with each retailer
* Generating the Stock Requests from Merchandisers, and sending it to the Sell in Team and following up with the retailers if the required stocks are delivered to the outlet, to increase Sellout
* Suggesting and Initiating Weekly Stock Transfers by meeting the buyers of the Retailers.
* Creating Weekly Competition Analysis Reports and give a brief feedback of the market to the Sell in team so that necessary actionable can be done
* Encouraging business partners to improve business and helping them to be eligible for better rebates from the vendors
* Providing Product & Sales training to the Merchandisers and setting monthly Targets.
* Keeping a Track of Merchandiser Timings, Sellout, Stock Requirements, Ageing Stocks & In-Store challenges on Daily basis
* Generating Achievements on Monthly, Quarterly & Yearly bases Store wise and Merchandiser wise
* Achieving Team Sales Target set by the management.

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| **Retail Sales Merchandiser – Acer Computers ME Ltd. Dubai, UAE** | **Mar 2009 –Jan 014** |

* Arranging meeting between the vendor and the section managers/store managers
* Greeting and welcoming customers, understanding their needs
* Selling Laptops, Tablets, Monitors, Desktop PCs, All in One PCs.
* Reporting Competition Promotions and Pricing to the company.
* Merchandising the brand to attract the customers in order to increase sales
* Educating the customers regarding the Product benefits.
* Achieving monthly sales target set by the management
* Explaining the products & benefits to the customers about the brand and the processor.
* Getting the LPO from the manager in order to have sufficient stock.
* Making all the necessary highlights on the Product Display.
* Making sure that the products are sufficient and suggesting the order for the required stock

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| **Business Development Executive - Stunning Image IT Services, Dubai, UAE** | **Jan 07 – Dec 10** |

* Sales of Desktops, Laptops and IT Related Services (Networking, Maintenance Services & Trouble Shooting) Indoors and Outdoors.
* Achieving the monthly sales target set by the management & Finding new clients and Service Contracts.
* Attending the customers in the store and understanding their needs.
* Assisting them with their license applications and suggesting them the right solutions.
* Suggesting the right product for the right occasion, up selling, promoting the strategic brands of the companies, suggesting alternative brands.
* Placing orders, receiving stock, store keeping, updating stock Availability.
* Merchandising the products in order to increase sales.

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| **Executive Operations and Sales – Shree Maruti Courier Service Head Office, Ahmedabad, India. Mar 05 – Jan 07** |

* Selling the Services of the Company to Corporate, Government and Private Sectors.
* Meeting with new clients and Dealing with them. Giving the right Service solution for each Client.
* Supervision of Incoming and Outgoing Goods and Maintaining the Quality Service.
* Solving delivery related Complaints and Queries.
* Managing Octroi Transactions, Bank Transactions & Monthly Staff Salary Statement.
* Reporting Daily Operational Issues and Preparing Monthly Staff Performance Report to the Management.
* Communications to the Clients and Government Sectors on Behalf of the Company.

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| **ACHIEVEMENTS AND SKILLS** |

* 3 Times Best Employee Award from Acer ME Ltd.
* 100% Achievement in Acer Mystery Shopping.
* Completed all Sales Skills training from Dulsco LLC.
* Successfully completed Microsoft Retail Accreditation Program (Windows)
* Successfully completed Microsoft Retail Accreditation Program (Microsoft Office)
* Certified as Intel Retail certified Associate, Specialist and Professional by Intel corporation

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| **ACADEMIC EXCELLENCE** |

**Bachelors of Commerce with Accounting and Finance with 61.29% (First Class) March 2005**

Saurashtra university, Gujarat, India

**Higher Secondary Education with 65.67% (First Class), March 2002**

bhavsinhji high school, porbandar, Gujarat, India

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| **IT Skills** |

* Microsoft Office Word, Excel and PowerPoint, Outlook.
* Computer Trouble Shooting and Maintenance
* Installation of Windows Operating Systems in Laptops and Desktops Windows XP, Vista & Windows 8.
* Installation of Drivers in Laptops and Desktops.
* Trouble Shooting of Wired and Wi-Fi Networks.
* Installation and Configuration of Routers.
* Solving Customer’s Problem by Remote Support with Team Viewer Software.
* Installing Of Antivirus Software and Virus Removal from Laptops & Desktops.

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| **PERSONAL DETAILS** |

Name in Full : Sunil

Nationality : Indian

Date of Birth : 3rd August, 1985

Marital Status : Married

Languages Known : English, Hindi and Gujarati.