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## Career Objective

To obtain a position that will allow me to utilize my skills and talentsin sales and customer service areaandeager to put my best efforts to learn and develop in sales, working in a team-oriented environment and supporting actively to bring out success to my company.

## Education Qualification

* Completed Secondery school living certificate,1993 ,Kollam , Kerala, India.
* Completed grade pre-degree,1993-1995,kerala univercity ,Kollam , Kerala, India.

## Work Experience

Company Name : Al - MokhsusDiganostic center

Country : Riyadh , Kingdom of Saudi Arabia.

Role : **Public relation & Customer executive**

Experience : **10 years( from 12-2-1999 to 16-6-2009 )**

 2.

Company Name : Kitchen Planet

Country : India.

Role :**Sales coordinator**

Experience : **3 years& 10 months( from 2-7-2009 to 30-04-2013 )**

## I T Skills

* Computer literate and good at MS Word and internet browsing .

## Achievements

* Track record of zero complaints from customer feedback form regardingdelivery of goods.
* Contributed insights to marketing activities, promotes and monitored responses.
* Optimized sales by collecting and analyzing information – Performed trend monitoring and performance assessment.

## Responsibilities

* Developed and sustained relationships with potential and existing clients bycoordinating professional meetings, attending promotional events and providing effective administrative support.
* Actively supported company sales team – Coordinated sales details, pre-sale material and after-sale deliveries. Handles contacts.
* Participated in execution of sales strategies
* Prepared clear sales analysis, as well as sales reports, sales-order status, sales agreements, in-time proposals and presentations.
* Met with customers on and off company premises for discussions.
* Made efficient purchases resale supplies.
* Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquires through personal visits, email, phone and fax.

## Strengths

* Hard working and result oriented.
* Independent ,Multitasking and a Good Leader.
* Ability to work under pressure.
* Good team player and Good communication skills
* Confident and determined in duties .

# Other skills

- Office manpower management

- Cash handling

- Sales & Marketing

- Showroom management

- Retail & wholesale stock management

# Language proficiency

English – Read / speak / write

Arabic -Read / speak / write

Hindi- speak

Malayalam- Read / speak /write

# Personnel Information

Date of Birth : 31-05-1977

Nationality : Indian.

Marital Status : Married.

Religion : Islam(Muslim)

**Declaration,**

 I hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.