

MUDASIR

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## Employment Graph

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| **Organisation** | **Designation** | **Year** |
|  | Senior Sales Executive | 14th Dec. 2011- 14th June 13 |
|  | Senior Sales Executive | Aug 2006 – 10th Dec. 2011 |

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| ***Key Result Areas*** | | ***Leading Company – Dhadna – Fujairah, U.A.E.***   * Maintain and manage showroom premises * Assist customers with product selection and suggest merchandise according to needs * Handle petty cash, invoice check, bill books etc * Respond to customer inquiries * Assist customers with locating products within the showroom * Order products not available in the showroom * Excellent business etiquette * Ensure all ordered items are delivered as promised * Price tag and manage inventory * Strong self starter and ability to work independently * Ability to manage priorities | |
| ***Key Result Areas*** | ***Cottage Industries Exposition Ltd – New Delhi India***   * Handle all customers in the showroom. * Assist customers with product selection . * Handle customers for making of invoices. * Respond to customer inquiries. * Assist customers with locating products within the showroom | |

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| ***System Savvy*** | * Excel , Word , PowerPoint & Outlook |

## Educational Credentials

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| **Degree** | | **Institution** | | **Specialization** |
| Bachelor of Science, (B.Sc., ) | | Kashmir University | | Science |
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| ***Personal Details*** | DOB  Marital Status  Nationality  Gender  Languages Known  Visa Status | | 28th Feb 1978  Single  Indian  Male  *English* , Hindi, Urdu, Kashmiri and working knowledge of Russian  Visit Visa | |

EXPECTED SALARY : 6000-7000