**Gulfjobseeker.com CV No:** **1307526**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

|  |
| --- |
| **OBJECTIVE** |

Aspiring for a challenging job opportunity, to rise and grow where I can make use of my knowledge, Work Experience, personal attributes and qualifications for the betterment of the organization and self.

|  |
| --- |
| **SUMMARY** |

Having 5+ years progressive experience as Customer Support Executive.

|  |
| --- |
| **STRENGTH** |

# Excellent proficiency in speaking and writing English.

# Quick and eager to learn.

# Creative Thinking and Positive Attitude.

# Hardworking.

|  |
| --- |
| **EXPERIENCE** |

## **1. Hotel Amrutha Castle. *Period: May 2007 to May 2009***

##### Role: “Front Desk Executive”

**Job Responsibilities:**

# Handle Check inns Check Outs.

# Picking Reservations,System Entries.

# Smooth operations at Bulk Bookings.

# Auditing at night Shift.

## **2. Land Mark Group (Qatar) *Period: Oct 2010 to Oct 2011***

**Landmark Group (Splash):** SPLASH is a multi-brand fashion house with a mix of international and in house designed brands.

##### Role: “Sr Sales Executive”

**Job Responsibilities:**

* Answering the customer queries related to the product,
* Receive customer orders & follow up for the same
* Ensure cross selling and up selling is done as per customers comfort.
* Understand customer’s requirement, advise the appropriate product range.
* Explain Features, benefits and advantages of the product to the customer.
* Ensure schemes, offers or promotions are explained to the customers.
* Ensure display for the section allotted is as per display guidelines.
* Ensure product brochures and leaflets are kept in Right place.
* Actively Seek To Maintain And Improve Store Retail Standards.
* Fully follow operating procedures, and provide customers with complete service and an enjoyable shopping experience to **maximum**.

|  |
| --- |
| **TECHNICAL SKILLS** |

* **PGDCA** from Conquer Technical Institute, Hyderabad
* Highly proficient in MS Office (Excel, Word, PowerPoint), Email & Internet applications

# Excellent Computer Skills for Maintaining Administration data.

|  |
| --- |
| **EDUCATIONAL QUALIFICATIONS** |

**Academic Details**.

1. **Board of Higher Secondary Education** Government Junior Collage Hankamonda.

2. **Board of Secondary Education** from Railway High School, kazipet 1998.

|  |
| --- |
| **PERSONAL PROFILE** |

D.O.B : 24-05-1981

Sex : Male

## Marital Status : Married

Nationality : Indian

Religion : Islam

## Language Known : English, Hindi, Arabic, Urdu & Telugu

Hobbies : Playing Cricket, Traveling

Reference : Will furnish promptly upon request