CURRICULAM VITAE



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OBJECTIVE:

I am looking forward to associate myself with an organization where I can get an opportunity to share, contribute and upgrade my knowledge, develop myself and serve the organization. I have 4 years of experience in Sales & Marketing and excellent selling skills. I am quite flexible when it comes to work so, I m ready to take up any challenge that comes my way. I have excellent communication which makes it easy for me to communicate with people. My convincing ability enables me to encourage people to buy company’s products and build strong relation with customers. My ability to work under pressure ensures me to give my 100% to the company.

SKILLS

Excellent communication skills

Good computer skills

Good convincing ability

Excellent at sales and marketing

Good at relationship building

Up to date with market

Problem solving skills

Team oriented

Good at taking initiative

Flexible

Ability to work under pressure

Proactive

Self motivated

WORK EXPERIENCE

EUROPCAR (DUBAI RENT A CAR COMAPNY) (Mar.2015)

DUBAI,UAE.

Marketing sales executive:

Currently working with Europcar.

Responsibilities:

Preparing formal presentations, quotations and excel data whenever required

Organizing and planning day to day activities and meeting with big corporate companies.

Handling price negotiations

Marketing products and updated with Dubai RTA rules and Dubai market.

Finding and building relations with foreign clients

Describing products to customers

Consistent in terms of work, e-mailers, daily follow – Ups

Following up on all accounts, invoices & receipts

E-mail’s – Proposals to client (Standard & Customized/Brochures, House ads)

Setup co-ordination with the concerned team during exhibitions shows.

Helping with inquires and Preparing floor plans.

Times of India (Times Education – ABEC) (Nov.2012 – Oct.2014)

Gurgaon, India

Sr. Sales Officer

Responsibilities:

Having status of top 200 clients on hand always

Preparing formal presentations whenever required

Organizing and planning day to day activities

Consistent in terms of work, e-mailers, daily follow – Ups

Preparing floor plans

Following up on all accounts, invoices & receipts

Payment follow – ups

Preparing sales kits & marketing kits (L – Folders)

E-mail’s – Proposals to client (Standard & Customized/Brochures, House ads)

Database Management, Website updation, Media Plan

Follow-ups for write-ups, Project picture, Feature pages, Façade designs, Banners & ads, Ad route client

Preparing invitations, Badges, Final floor plan

Setup co-ordination with the concerned team during exhibitions shows.

OLD ANTIQUE TEXTILES PVT. LTD. (May 2011 – Sept. 2012)

New Delhi, India

Marketing & Sales Executive (Antiques)

Responsibilities:

Locating and purchasing antiques from various places in India

Handling price negotiations

Labeling and pricing products

Managing online and retail sales

Marketing products

Finding and building relations with foreign clients

Describing products to customers

Helping with inquires

Researching and sourcing information of antiques

Keeping a track of gold, silver and currency rates

ACADEMIC QUALIFICATION

German Language Degree Course (3 years) (Max Mueller B.2.1 Level)

Pursuing B.COM from Delhi University

Senior Secondary from IGNOU in 2007

Secondary from CPS (C.B.S.E.) in 2005

PERSONAL DETAILS

Date of birth : 19th May, 1989.

Marital Status : Single.

Languages Known : English, German, Hindi and Punjabi.

Nationality : Indian.

REFERENCES

References available on request