NIRMAL

[Nirmal.1414614@2freemail.com](mailto:Nirmal.1414614@2freemail.com)

**CAREER OBJECTIVE**

**Profile:**

Over the years I have gained extensive professional experience in Sales & Marketing. To enhance my career in sales marketing and Accounts, which gives me the strong lead in retail, sales marketing and Business Development.

**ACHIEVEMENTS**

* Over 15years of experience is Sales and Marketing Management
* Proficient in Computer packages & excellent communication skills
* Hardworking and self-motivated, Multi-lingual
* Have full International Driving License

**Academic Qualifications:**

BACHELOR OF ARTS (B.A)

Window, MS-Office, Internet & E-mail

Tally, Ex-Next Generation

**Employment Experience**

**MARKETING & SALES REPRESENTATIVE IN ARTISTIC GIFTS L.L.C DUBAI FROM NOV.2013 TO JAN. 2016**

* Opening new accounts and building good relationships between the client and the company and handling over 250 accounts all over UAE and Oman
* Manage a sales team whilst providing high standards of customer service as well as achieving goals and targets
* Marketing and meeting client in outdoor to discuss about new business partnership.
* Provide leadership and direction to achieve outdoor sales target
* Arranging delivery of goods to the customers on time and build an effective sales team to follow-up with outdoor customer
* Follow up every day about the goods and keep an eye on returns to avoid any type of loss
* Following up with clients to ensure satisfaction with goods and services purchased, and resolving any problems arising

**SALES REPRESENTATIVE & ACCOUNTS IN ADNAN AL KHATIBI FZT CO. DUBAI FROM SEP. 2011 TO SEP.2013**

* greet customers
* find out the customer's needs
* recommend, select and help locate the right merchandise
* describe a product's features and benefits
* demonstrate use and operation of the product
* answer customer queries regarding the store and the merchandise
* make suggestions and encourage purchase of products
* provide information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options
* provide information about financing available
* receive and process cash, check and charge/credit payments

**SALES EXECUTIVE IN MAXTOUCH COMPUTERS L.L.C DUBAI FROM Sep. 2007 to Apr. 2011**

* Recognize the needs of the consumer and provide detailed information to the consumer about the technical specifications of the computer hardware/software offered by the company.
* Investigates new items and makes recommendations for purchasing products.
* Checks inventory to ensure orders are in stock.
* Takes orders over the phone and in person.
* Advises customers on technical matters and recommends appropriate computer configurations.
* Solicits information about computer needs from customers.
* Negotiate price for the sale.
* Provide technical support after merchandise is purchased.
* Demonstrate product features before a sale.

**SERVICE CENTRE INCHARGE IN VIDEOCON SERVICE CENTRE INDIA FROM JUNE 2000 TO AUG 2007**

* Providing high quality, up-to-date documentation for all service arrangements.
* Motivating and guiding a team.
* Seeking out, establishing and maintaining relationships with operational contacts within each client.
* Investigating technical issues.
* Accurately recording service times, job costing and invoicing in the Service Department.
* Escalating operational issues to senior management.
* Proactively developing and retaining key customer accounts.
* Arranging for all outstanding debts to be collected within due time periods set.

**Interests.**

I enjoy meeting friends going out to cinema or playing and watching sports. I also love to go comedy festivals. I enjoy reading books and I do voluntary work to help children and adults in need.

*References available when request*