**CURRICULUM VITAE**

**SALES EXECUTIVE**

**CAREER OBJECTIVE**

To work in challenging and growing atmosphere, to be at position where I can effectively utilize my knowledge, skills and talent for my organization and individual development and to be asset for my organization and human resources and build long-term relation in an organization where talent skill and work is acknowledged.

**EDUCATIONAL QUALIFICATION**

* **10th Passed In 2005 from B.S.E.B. Patna.**
* **12th Passed In 2007 from B.S.E.B. Patna.**
* **Graduation Passed In 2012 From C.M.J University Meghalaya.**
* **Diploma in Electrical Engg. Passed 2009 From oxford polytechnic ,Banglore.**

**PROFESSINAL QUALIFICATION**

* **Diploma in Industrial Safety Management**
* **Advance Diploma in Computer Application (ADCA)**
* **Post Graduation Diploma in sales & Marketing Management.**

**EXPERIENCE PROFILE:**

I have 02years experience in Sales and Marketing, Outdoor Marketing and International Marketing Worked as Sales executive/Sales coordinator I am fully conversant with the International Code such as NSE and Circle k retail Standards and Procedure and Wayss FP Ltd. retail or wholesales standards and procedure.

**WORK EXPERIENCE:**

* **Company : Wayss Food Products Private Limited.**
* **Role : Sales Executive**
* **Duration : April 2013 To August 2015**

**JOB PROFILE**

Sales executive are responsible for the maximization of sales for a company products. They help in the turnover of sales and provide data’s regarding changes required in the products to meet customer standards they are people who reach towards the customer directly.

 Sales executive handle general categories of merchandise, such as goods in department stores, or focus on such specialties as hair-care products, automobiles or office services. Their duties focus on management rather than buying and selling.

**Job Responsibilities/ Duties:**

The primary duties of sales executives are to set sales goals and determine the best ways to achieve them. Depending on their level within an organization, those tasks can apply to a single department or to an entire corporation.

* To achieve their objectives, they analyze sales reports and customer surveys; prepare budgets and sales forecasts; and determine sales prices and contract terms.
* Maintain and develop good relationship with customers though personal contact or meetings or via telephone etc.
* Builds business by identifying and selling prospects maintaining relationships with clients.
* Identified business opportunities by identifying prospects and evaluating their position in the industry researching and analyzing sales option.
* Sales product by establishing contact and developing relationships with prospects recommending solutions. Maintains relationships with clients by providing support, information, and guidance researching and recommending profit and service improvement.
* Identified product improvements or new product by remaining current on industry trends market activities and competitors.
* Prepares reports by collecting analyzing and summarizing information.
* Maintains professional and technical knowledge by attending educational workshops reviewing professional publication establishing personal network bench marketing state of the art practice participating in professional societies.

**Key Skills:**

Presentation skills, client relationships, energy level, prospecting

Skills, meeting sales goals, sales planning,

Independence Motivation for sales.

* Strong communication skills with strong business related knowledge.
* Ability and desire for sales job with a confident and determined Approach.
* Highly self motivated and ambitions in achieving goals.
* Maintains relationships with clients by providing Support, information etc.
* Good team and organizational skills.

**Computer Skills:**

**Ability with Java C++ Tally MS Office Word Excel Power Point Internet**

**and opera database or any other Software.**

**PERSONEL INFORMATION**

Date of Birth : 16. 10.1990

Place of Birth : Bihar

Nationality : Indian

Marital Status : Unmarried

Religion : Islam (Muslim)

Languages known : English, Urdu, Hindi, Bhojpuri



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