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| **Personal Profile:** |
| A hard working, well-organized, result-oriented professional with over 10 years of experience in sales. Highly motivated, focused, Russian knowing, self-disciplined and adept at assessing customer needs and offering creative solution. | |

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| **Objective:** |
| To join a visionary, high growth, innovative, empowering firm, which ensures constant learning opportunities. A career with enough challenges and opportunities to prove my capabilities to achieve the goals of the organization. | |

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| **Experience:** | |
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| **Duration**  **Company**  **Position** | | **November 2013 - Current**  **SOUQ.COM - United Arab Emirates.**  **Logistics Executive**   * Responsible for handling independent retail outlet at reputable locations. * Receiving, moving, checking and storing incoming goods. * Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality. * Packaging and labeling products before they are dispatched. * Helping to ship out over 5000 orders every day. * Selecting space for storage and arranging for good to be placed in the designated areas. * Making sure that all inventory processes are completed on the same day. * Welcoming and helping clients who visit the branch. * Contacting transport companies and coordinating dispatch and delivery with them. * Supervising the work of junior staff. * Ensuring a clean and safe workhouse for staff to work in. * Using Mechanical Handling Equipment i.e. fork lift trucks  to move goods around. * Monitoring stock levels. * Moving items through the warehouse from receipt to dispatch to customers. * Accurately updating all data into computer and manual recording systems. | |
| **Duration**  **Company**  **Position** | | **January 2010 – March 2013**  **Marina Gulf LLC - United Arab Emirates.**  **Senior Sales Executive**   * Responsible for selling of different types of Arts & Crafts, Furniture, Carpets and other accessories. * Attending to customer orders & inquiries and relating the same with the inventory * Ensuring streamlining with the sales stock and the production unit * Ensuring full customer satisfaction for delivery of the sales goods * Customer oriented with good communication and interpersonal skills * Responsible for collection of payments * Perform other additional responsibilities as assigned by the store or counter manager | |
| **Duration**  **Company**  **Position** | | **Dec 2007- June 2009**  **Jessop Art Gallery, Mauritius**  **Sales Executive**   * Responsible for selling of multi products like Marble Inlay, Carpets,   Precious & Semi-Precious stones, Sterling Silver, Carpets, Shawls, Dress Materials,     * Responsible for taking care of stocks * Providing a full demonstration and complete information to customer   about the product   * Responsible for cash Handling | |
| **Educational Qualification** | | 1. **Secondary School Certificate**   Jammu & Kashmir Board of School Education   1. **Certificate Course in Computer Applications**   Modern System Technology | |
| **Personal Abilities** | * Excellent Positive attitude and a good team player. * Easily adjustable to any work environment and flexible working hours. * Enthusiastic and believe in quality work. * Able to work under pressure. * Hardworking, energetic and creative. * Good problem solver. | |
| **Awards** | * Won top sales executive of the year at Marina Gulf. * Won several appreciation awards at Souq.com | |
| **Personal Information:** |
| **Languages Known** | English, Urdu, Russian & Hindi | |



**Gulfjobseeker.com CV No:** **1509822**