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| CURRICULAM VITAE    **Professional Summary:**  To succeed in an environment of growth and excellence and work in an organization which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.  **Executive Summary:**   * A dynamic professional with overall 1 year of experience in Sales marketing Cashier. * Worked at D ­-MENU, Bangalore, Karnataka, India. As Sales Marketing from June 2014 to May-2015 * A dynamic professional with in one year of experience in sale's executive. * Worked at Sterling Agro Product Processing pvt ltd Bangalore, Karnataka, India. as an sale's executive June- 2011 to july-2012. * A dynamic professional with part time job overall 2year of experience in Hotel front desk Receptionist. * Worked at Hotel Samarth Sirsi, North kanada, Karnataka, India. As an hotel reception manager from sep-2012to may-2014. * An effective communicator with excellent relationship building & interpersonal skills. * Strong analytical, problem solving & organizational abilities with a flexible & detail oriented attitude   **Academics:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic Course** | **University or Board** | **Main subject** | **Year of passing** | **percentage** | | **SSLC** | Union high school Sirsi. | ------------ | 2008 | 58% | | **PUC** | Iqra pre university college Sirsi. | Commerce | 2010 | 72% | | **Degree in BBA** | Karnataka university of Dharwad. | Marketing Management | 2014 | 58% |   **Professional Experience:**  **1. Job Title :- Sales Marketing Cashier**  **Company :- D-Menu Designing product retail service -**  Bangalore  **Duration :- June-2014 to May-2015**  **Job Profile**     * Reconciliation of day to day revenue with Cash box. * Preparation of yesterday cash sales & Span Sales and deposit Cash to bank. * Petty cash payment as per the guidelines of Branch manager. * Generating Various Sale reports and send to Services office * Reconciliation of Cash deposit Vs acceptance * Keeping and maintaining various records like manual bill books, etc for audit * Handling Customer issues * Maintaining store administrative works * Planning & Organizing of marketing & promotional activities in store level * Giving support to operations team to improve sale     **2. Job Title :- Sale's Executive**  **Company :- Sterling agro product processing pvt ltd -**  Bangalore  **Duration :- June-2011 to july-2012**  **Job Profile**   * Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc. * Record sales and order information and report the same to sales department. * Developing the product awareness to the customer. * Meeting up the clients and giving presentation about the products. * Visit potential customers for new business. * Provide customers with quotations. * Negotiate the terms of an agreement and close sales. * Identify new markets and business opportunities. * Doing cold call and fixing appointment with the clients and meeting them. * Doing regular follow- up with the clients for the orders. * Handing the delivery part, whether the material is delivered to the client site. * Submitting the invoice and delivery note and taking up the signature on DO of client and collecting cheque.   **3. Job Title :- Hotel Receptionist.**  **Hotel :- Karnataka**  **Duration :- Sep-2012 to May-2014**  **Job Profile**   * Dealing with booking by phone, e-mail, letter , fax or face to face. * Completing procedures when guests arrive and leave. * Choosing rooms and handling out key.   **IT SKILLS**   * Well versed with Windows 98 / XP, MS Office, the Internet and MS Excel. * Tally-9.0 * Java, visual Basic, Etc.   **PERSONAL DETAILS**  **Date of Birth : 21th July, 1992**  **Nationality : Indian**  **Marital Status : Single**  **Date of Expiry: 30th July, 2024**  **Language Known: English, Hindi, Urdu and Kannada, Arabic (reading & writting)**  Description: \\FIPSSERVER\Public\7_Jesus\CV_Preview_Logo_Dec_2015.jpg  **Gulfjobseeker.com CV No:** **1513308** |
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