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 **Gulfjobseeker.com CV No:**  255569

E-mail: gulfjobseeker@gmail.com

**OBJECTIVES:-**

To work in challenging and creative environment and effectively contribute my skill with dedication and abilities toward the growth of organization and enhance my knowledge by committed and high quality work.

ACADEMIC QUALIFICATIONS:-

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| --- | --- | --- | --- | --- |
| EXAM | INSTITUDES | BOARDS | YEARS | PERSONTAGE |
| S.S.C | ST. JOHN OF THE CROSS HIGH SCHOOL | GOA BOARD | 2007 | 47 % |
| H.S.S.C | VIVIDHA VIDHYA HIGHER SECONDARYSCHOOL | GOA BOARD | 2009 | 66 % |
| B.A | K.S.O.U | KARNATAKA BOARD | 2014 | 85.95 % |

ADDITIONAL QUALIFICATIONS:-

Certificate Course in Diploma in Office Management in Computer through Goa Computer Pvt. Ltd. 6 Month

From 1st Sep 2009 to 28th Feb 2010

* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint
* Internet

WORK EXPERIENCE:-

* **Currently working in** pens-corner Trading L.L.C as SALES ASSOCIATE.

FROM: - FROM FABRUARY 2014 (UAE)

JOB Responsibilities:- Daily operations including, retail sales, whole sales, stoking, merchandising, cash processing, and customer service and selling our luxury products like writing instruments, leather accessories, jewellery item etc. and our brands are Mont Blanc, Cross, Parker, Waterman, Sheaffer, Cartier, Sailor, Montegrappa, S.T. DuPont. etc, checking emails from customers and vendors, making purchase order to fulfill the requirement and checking daily and monthly stock, maintaining files up to date. And associate with corporate gift items, customize of the product done as per requirement and approve from the clients. Keeping outlet all the time clean and merchandising and pricing on the product and replacing products after sale.

* **Worked in** Hindustan Coca-Cola Beverage Pvt. Ltd as MARKETING DEVELOPER in Sales Department.

**FROM: - March 2012 to November 2013 (INDIA)**

JOB Responsibilities:-Solving customers’ problem if any and focusing to completing the sales target.

Merchandise displays properly to visible the consumers. Arranging cooler with all items and flavors in an order checking daily company assets in all outlets, coordinating with customers daily, and dropping

Various schemes and gifts in the markets. Provide product information to the Enquirers and entertain

Complaints from customers, inline to solve them within the permitted authority from the superiors

* **Worked in a private office in** N.S.L. **as an** OFFICE IN-CHARGE CUM COMPUTER OPERATOR

**FROM: - April 2010 to March 2012. (INDIA)**

JOB Responsibilities:-Handling day to day office job, maintaining files, uploads daily data entry work in computer,

Sending and Receiving emails and submitting monthly reports to the main branch, dropping the salary to the

Staff.

**PERSONAL DETAILS:-**

**DATE OF BIRTH :** 20th August, 1989

**NATIONALITY :** Indian – (Goa)

RELIGION : Muslim

MARITAL STATUS : Unmarried

LANGUAGES : Hindi, English, Konkani & Marathi

HOBBIES : Interacting with people, Reading books, Browsing Net