**Sumanta Usham**

**Objectives:** To work in an organization where my skills, abilities and expertise would be most
 effectively utilized to provide quality services to the customers and clients
 and develop my career further.

**Skills:**

* Having excellent time management skills along with qualities.
* Active responsible, hardworking, willing to work with long hours to establish capability.
* Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.
* Fast learner, flexible and can relate well with people in all levels of organization.
* Honest, patient and with good moral values.
* Very ambitious and able to take any responsibility.
* Strong decision making and analytical skills.
* Proficient with computer literate such as Microsoft word, Microsoft Excel, Power point and Internet.
* Good mental arithmetic for handling transaction.
* Good communication and interpersonal skills.
* Able to work under pressure.

**Experiences:** **Textile & Handicraft Product, India**

Work as a **Salesmen** since **December 2013 – February 2016**

* Responsible of assigned sales targets (monthly, quarterly and annually)goals set centres month or month, maintaining relationship with target customers, customers service, ensuring high rate of return on investment, sales support and sales.
* Maintaining AD stock as per norms, document collection, provide daily updated data to AD; Promoting the brands & encouraging the sales through various promotional activities (CBYs, Van activity etc), Retailer claims settlement, Promoting sales through visibility in my area.
* Operating Internet, updating all records and document (Hard copy as well as soft copy), Purchasing and maintaining stocks, Data entry, updating accounts, compiling MIS reports, networking with different stake holders and organization.
* Follow up for payment.
* Develop new sample of client.
* Maintain good relationship with clients.

##

**Eastern Motor Pvt. Ltd.** Manipur, India

Work as a sales advisor since **December. 2010 – November. 2013**

* To be responsible for the budgets and targets of the entire section and understanding & achievement of the target as per the quarterly business plan by the team.
* Sales presentation, displaying of offers and promotion.
* To ensure customer service standard.
* To ensure proper visual merchandising in the store
* Product knowledge.
* Responsible for a well maintained, clean and organized store to support efficient operations and a friendly shopping experience.
* Inventory management.
* Minimize stock loss by implementing and executing all control policies and procedures.

 **Job responsibilities:**

## Greet customers as they enter into store and offer assistance

## Accompany customers to required aisles

## Provide advice on different products

## Assist customers in making selections

## Inform customers of daily specials and discounts

## Demonstrate product features to facilitate decision making

## Close sales and assist customers through the payment procedure

## Ensure that all product deliveries are made on time

## Moving stock and merchandise around the shop

**Education: *Higher Secondary Examination*** *2010* **Model English** Higher Secondary School, Inida
 **Council of Higher Secondary Education Manipur,** India

 ***High School Leaving Certificate Examination*** *2007* Senapati Aided High School, Manipur
 **Board of Secondary Education Manipur,** Imphal, India

 **Degree in Software Engineering** (4th sem. ) NIIT south extension part 2

 New Delhi, India. (2015-2016).

**Computer:** MS-Office -PowerPoint, Word and Excel, Java, Html, Oracle, Windows 8 theme,

 C#, Windows Installation and Internet browsing.

**Others:** Good typing speed

**Hobbies**: Swimming and Playing Guitar

**Visa Status:** Long term visit / Tourist

**Personal Detail:**

Date of Birth : 13th, March 1991

Sex : Male

Marital status : Unmarried

Language known : English, Hindi and Manipuri

**Job Seeker First Name / CV No: 1798308**

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