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| **ABDULLAH AFROZ**  |

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### CAREER OBJECTIVES

To secure a challenging position in a company that possesses unlimited growth opportunities and potential that will utilize my acquired skills and provide advancement based on demonstrated accomplishments and proficiency.

### STRENGTH

Communication skills, Leadership qualities, Willingness to learn, Negotiations, Adaptability to new technologies, Flexible and ability to work in groups and Focused towards achieving goals

### ACADEMIC CHRONICLE

**Masters in Human Resource Management** from Jamia Millia Islamia University (2013-2015)

### Work experience

– Counter Sales Executive (Present)

□ Directing customers by escorting them to racks and counters& suggesting items.

□Advising customers by providing information on products.

□ Preparing sales order and quotations as per customer request

□ Handled the marketing and sales activities with the Entire sales team to achieve the given targets.

□ Handled sales of company starting from enquiry generation up to closing of orders.

□ Select appropriate merchandise from stock.

□ Receiving the payment or obtain credit information.

□ Maintaining counter area displays of merchandise in an orderly and attractive manner.

□ Assisting and resolving customer complaints.

□ maintaining in-depth knowledge of new product information and upcoming product promotions.

□ Develop new sales opportunities through cold calls

□ Any additional tasks as assigned by the Counter Manager.

### IT SKILLS

* Knowledge in Microsoft office(Word, Excel, PowerPoint)

### PERSONAL INFORMATION

Date of birth 02 Dec 1988

Sex Male

Nationality Indian

Marital Status Single

Linguistic abilities ENGLISH, HINDI,URDU & Arabic.

**Job Seeker First Name / CV No: 1798680**

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