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|  **DSC_0375.jpg** **Email id:**Mansoor.301377@2freemail.com **Contact No.:**🕿C/o 0505891826Personal Details:Date of Birth: 16Mar 1987Gender: MaleMarital Status: SingleQualification: B.Sc., Computer ScienceNationality : IndianLanguages Known: English, Tamil, and Malayalam.Blood Group:’ O’ Positive | Career Objective:To Seeking a Challenging Position in an Organization of high reputation where I can contribute to growth of the organization and lead the division with integrity.Summary:* Having 2+ years of sales consultant experience in Perfumes.
* Clear knowledge to handle the entire billing, returns filling and sale tax.
* Having 2+ years of sales experience in building materials.
* Confident and adaptable.
* Strives for Perfection, Satisfaction and fulfillment in Work.

Professional Experience:**Organization : “MANAT PERFUMES TRADING”****Duration : 2 years** (Jul-2014 to till now)**Designation** **: SALES CONSULTANT****Job Responsibility :** In this company am working as “SALES CONSULTANT” My process is.* Contact prospective customers and provide them with information on the company that they are representing and the services provided.
* Up-sell and cross-sell new products or services to existing customers
* Generate leads ensuring that DNC lists are respected
* Ensure that appropriate information is available of the product or service being endorsed
* Schedule appointments with customers with a view to show them product features or offer advice
* Follow up on customers who have shown interest in a particular product
* Take telephone calls from new customers and provide them with information asked for
* Guide potential and existing customers to determine and fulfill their purchase needs
* Ensure keeping up with new product development and features
* Devise sales and marketing strategies aimed at fulfilling targeted goals
* Greet customers as they arrive at the store and provide information
* Process returns and exchanges in accordance with cashiers
* Ensure customer loyalty by providing exceptional customer services
* Follow up on sales as part of an after-sales customer service program
* Prepare orders for delivery to customers’ homes or offices
* Ensure that products are sealed and packed appropriately and are ready for being transported
* Handle merchandise preparation and inventory duties
* Make sure that deliveries have been made in a time-efficient manner
* Maintain and update sales logs on a periodic basis
* Keep records of all conversations and interactions with customers
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**RESUME MANSOOR**

**Organization : “UNITED STEEL, TRIVANDRUM”**

**Duration : 2½ years** (From nov-2011 to jun-2014)

**Designation : OFFICE ADMINISTRATOR**

**Job Responsibility :** In this company am working as OFFICE ADMINISTRATOR. My Process is

* Assists office staff in maintaining files and databases
* Prepares reports, presentations, memorandums, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Schedules appointments and meetings for executives and upper level staff
* Serves as the go-to for office inquiries and conflicts
* Manages staff schedules
* Tracks office supply inventory and approves supply orders
* Assists in the preparation of department budgets and expenses
* Supervises all administrative personnel.
* Preparing Quotation as per requirement from builders and contractors.
* Place the Purchase order to supplier.
* Paying the tax to materials purchase from other state

Technical Qualification:

MS Office  **:** MS Word, MS Excel, MS Power point.

Operating System **:** Microsoft Windows Xp,

Accounting software **:** Tally

Educational Recognition:

**B.Sc.,** (Computer Science) passed out in 2007 from Aditanar College Of Arts And Science in Tiruchendur with an aggregate of 76%

**HSC** passed out in 2004 from Thiru Arul Hr Sec School, Kulasekaranpattinam with an aggregate 0f 79%

**SSLC** passed out in 2002 from Thiru Arul Hr Sec School, Kulasekaranpattinam with an aggregate of 84%

Passport Details:

**Issue date** : 30 Dec 2013

**Expiry date** : 29 Dec 2023

**Visa Status** : Residence Visa

Declaration:

I hear by declare that all of the above mentioned details are true to my knowledge. I am well fit to work with maximum efficiency. I would be happy to handle tasks if I have been given a chance to prove myself in your esteemed organization.

DATE: yours faithfully,

PLACE:  **[MANSOOR]**