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| **DSC_0375.jpg**  **Email id:** [Mansoor.301377@2freemail.com](mailto:Mansoor.301377@2freemail.com) **Contact No.:**  🕿C/o 0505891826 Personal Details: Date of Birth: 16Mar 1987  Gender: Male  Marital Status: Single  Qualification: B.Sc., Computer Science  Nationality : Indian  Languages 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 |

**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]**