**VICKY**

**MOB: C/o 0505891826**[**Vicky.311048@2freemail.com**](mailto:Vicky.311048@2freemail.com)

**Re: Sales Executive.**

Dear SIR:

As an energetic sales professional with a solid background in setting sales records for five consecutive years, I offer my services as a sales representative to a renowned company. I believe that my experience in providing customer-focused services to the establishment’s patrons will prove to be an asset to your organization.

My background documents considerable success in providing exceptional services in a sales environment, which I understand is high on your list of “preferred qualifications”. My prospecting skills have been vastly polished over the years and the results of my endeavors prove it. I am self-trained in focusing sales efforts by studying existing trends and providing valuable feedback to the company. In recent years, I have been commended highly by my superiors for recommending changes in product lines and services by evaluating competitive developments. To be of your particular interest, I could bring:

– Strong knowledge of backing up sales with quality after-sales services  
– Expertise in building meaningful relationships with customers to ensure loyalty  
– Complete familiarity with developing processes to take maximum output from referrals

With a passion to achieve sales goals by ensuring that customers always leave happy, I have been triumphant in obtaining customer loyalty and recurring business opportunities.

I would welcome a chance to meet with you in-person and provide credence to my claims. I am available for an interview at your convenience. I appreciate you taking out the time to review my application.

 Sincerely,

(Signature)  
VICKY

Enc. Resume

**CURRICULUM VITAE**

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**CAREER OBJECTIVE:**

To obtain a challenging position in the industry where in I can utilize and enhance my experience in a dynamic and stable workplace by applying my professional skills in the best possible way for the growth of the organization and add value to my career to attain the greatest possible heights.

**CORE COMPETENCIES:**

* Possess enormous ability to easily discern prospective location by keen intuition, tactically converting cold calls to profitable sales
* Ability to sight opportunities through consultative marketing techniques and excellent customer service skills that lead to customer referral relationship
* Very vast in marketing and sales activities due to 5 years’ experience
* ability to adapt easily to change, which resulted in a 100% capacity performance in a short period
* Friendly nature that builds sound relationship with new and existing customers, enlarging the management’s customer data base
* A well nurtured customer service skills that helps in providing effective guidance to customers in purchasing goods that fit their needs
* Strong ability to perform market research and to reveal new profitable markets
* Ability to utilize strong presentation skills in marketing and promoting the company’s products and services
* Confident in taking leading marketing role as a sole marketer or in group marketing, especially in demanding situations.

**Work Experience:**

* Worked in Emirates national oil **ENOC 3yrs** as sales supervisor.
* Worked in **EMF EMIRATES LLc 2yrs** as Sales Representative.
* Presently persuading in **AL SEER TRADING AGENCIES** as Sales Representative/Key Accounts Executive in Modern Trade.

**Emirates National Oil Company:**

**Designation:** Sales Supervisor.

**March 2010 to April-2013**

**Roles and Responsibilities:**

* Responsible for marketing a wide range both the company’s products which included fast moving consumer goods and consumer durables. Represented the company at trade fairs and exhibitions.
* Launched and distributed company product to over 300 accounts.
* Increased sales in my department.
* Negotiated loyalty programme with our national vendors.
* Regularly liaised with our suppliers to ensure the progress of existing orders.
* Involved in the recording and administration of sales by forwarding reports and copies to the sales office.
* Provided customers with competitive quotation Professional Experience Marketing.
* Experience of territorial marketing, account management and client relations and retentions.
* Writing detailed sales forecast report for senior company managers.
* Gathering industry data and analyzing spend patterns to highlight the potential for future growth.
* Communicating new products to potential clients.
* Responsible for monitoring sales levels and patterns on a weekly and monthly basis to identify and predict problems.

**EMF EMIRATES LLC:**

**Designation:** Sales Representative.

**APRIL 2013 TO JULY 2015**

**Roles and Responsibilities:**

* Attending the Scheduled outlets like (**Carrefour, choithram, spinneys, Union co-operatives, Carrefour market, giant supermarket, Hyper Panda**).
* Attending the outlets and Receiving the Goods, arranging in the warehouse as per designed area and Displaying with the manner of FEFO 71rro.
* collecting the information about the sales report, shrinkage, Expiry, Return, Lpos,

Outlets & customer feedbacks.

* Coordinating with the sales management for the supplies, advertise materials, new arrivals, future promotional plan Etc.
* Under the Sales management cooperating to preparing the deliveries in the warehouse.
* Uploading the stock rotation in the system.
* As per the advice of the Deliver Order / Invoice proceeding the delivering the good the customer or outlets, supermarket& Hypermarkets.
* Collecting the returns, LPo and payments on behalf of the management.

**AL SEER TRADING AGENCIES:**

**Designation:** Sales Representative/ Key Accounts Executive.

**JULY 2015 to present 2016**

**Roles and Responsibilities:**

* Services existing accounts, obtains orders, and establishes new accounts by
* Planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Provides historical records by maintaining records on area and customer sales.
* Introduce the company’s profile and communicate the selection of products available
* Provide customers with the appropriate selection, sampling of products in response of their inquiries and provide quotations accordingly
* Anticipate the client’s needs and provide appropriate solutions to meet these needs.100 %  
  ♣ Product Knowledge
* Stay abreast of the market conditions and trends in the field pertinent to brands / products.

**ACADEMIC QUALIFICATION:**

* St Mary’s English Medium High’s School – SSLC 2004
* PC Jabins College –PUC 2nd year in Science (2004-2006)
* BvB College of Engineering – Diploma (INFORMATION TECHNOLOGY) Engineering 2006-2008.

**Driving License:**

* Professional U.A.E valid Driving License with the well knowledge of the location and Roads of Dubai, Sharjah, Ajman, RAK and Fujairah.

**PERSONAL INFORMATION:-**

* Date of Birth 07-02-1988
* Nationality Indian
* Religion Christian
* Civil status Single
* Visa status Transferrable
* Languages known Fluent British English, Hindi, Malayalam, Tamil, Kannada, Arabic, and Konkani.

**Declaration:**

I hereby declare that information furnished above is true and correct to the best of my knowledge and belief**.**