**AZEEM**

**AZEEM.320667@2freemail.com**

**Career Summary:-**

Administrative support offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

**Personal Qualities:-**

* Excellent communication skills
* Good analytical skills
* Keen observer
* Trustworthy
* Smart working ability
* Multitasker

**Employer:-**

**Specialized Power System Supplies** – Abu Dhabi, UAE as **Sales Executive**.
From JUNE 2015 Till Present

**Key Responsibilities Handled**

* Exhibit a positive, friendly & helpful attitude with customers and be sensitive to their needs.
* Determine merchandise required by customer and suggest alternative and/or additional items related to the customer’s order.
* Create sales order.
* Select appropriate merchandise from stock.
* Receive payment or obtain credit information.
* Properly prepare merchandise for customer transportation.
* Maintain counter area displays of merchandise in an orderly and attractive manner.
* Provides sales management information by completing reports.
* Updates job knowledge by participating in educational opportunities reading professional publications.
* Enhances dealership reputation by accepting ownership for accomplishing new and different requests exploring opportunities to add value to job accomplishments.
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Prepares sales presentations by compiling data; developing presentation formats and materials.
* Assisting Payroll, HR responsibilities also.

**Education**

* Bachelor in Commerce.
* Madurai Kamaraj University - 2014.

**Technical Knowledge:-**

* MS office
* Tally ERP 9

**Hobbies :-**

* Gardening
* Remodeling
* Computers

**Computer Skills:-**

* Honours in Diploma Computer Application
* Diploma in Hardware and Networking

 **Skills:-**

* Self-motivating personality, Presentation Skills, Client Relationships, Meeting Sales Goals, Creativity, Sales Planning.

**Personal Details:-**

**Date of Birth**  09-05-1994

**Nationality** : Indian

**Marital Status** : Single

**Language Known** : English, Arabic & Tamil

 **SIGNATURE**

**Place:**

**Date :**

* **I hereby declare that whatever stated above is true to the best of my knowledge and belief.**