**NAJEEB**



[**NAJEEB.335301@2freemail.com**](mailto:NAJEEB.335301@2freemail.com)

**Seeking for opportunity in the field of Sales & Customer Service Representative**

**OBJECTIVE**

My objective is to work for a company where I can utilize my skills and expertise to the optimum towards achieving the organizational goal while contributing to its growth and development.

My key skills:

*Willingness to learn and a keen listener.*

*Highly motivated team player with good communication and Interpersonal skills.*

*Adaptive and Initiative with good organizing skills.*

*Positive attitude and Self-disciplined.*

*Good presentation skills.*

*Able to grasp new ideas, concepts and methods.*

**WORK EXPERIENCE**

***DIALME COMMUNICATION LLC. Dubai (Du Channel Partner), UAE. (AUG 2016 to PRESENT).***

* ***Job Profile: Sales Executive***
* ***My Responsibilities:***
  + *Search Cooperate customer and propose business postpaid mobile plans.*
  + *Understands their needs, suggest the best options and convince them accordingly.*
  + *Propose them new ideas so that they migrate to us from their existing client.*
  + *Always meet customer requirements and offer them service irrespective of time.*
  + *Always follow-up my customer and maintain my pipeline*

***Axiom Telecom. Dubai, UAE. Retail Sales Advisor and Cashier (Feb 2013 to JULY 2016).***

* ***Job Profile: Retail Sales Advisor and Cashier***
* ***My Responsibilities:***
* *Offering face to face advice to customers on the stores products.*
* *Assisting shoppers to find the goods and products they are looking for.*
* *Giving advice and guidance on product selection to customers.*
* *Making sure that any item which is removed from a display column is replaced immediately after a sale.*
* *Keeping up to date with special promotions and putting up displays.*
* *Handling customer complaints in a calm manner. Guiding and solving queries of customer.*
* *Attended all training about for the new Technology like Blackberry, Samsung, Apple, Nokia, etc*
* *Implemented ISO and 5's in my store area.*
* *Monthly involved in stock checking, stock control and management.*
* *Checking daily cash accounts.*
* *Handling all the cash transaction of a shop Receive payment by cash, cheques, credit card etc.*
* *Maintaining daily, weekly and monthly report of transactions.*
* *Providing training and assistance to new joined cashier and salesman.*
* *Ensuring that all areas are clean and adhere to the company’s clear floor policy and Health and Safety requirements.*

**EDUCATIONAL CREDENTIALS**

**Bachelor in Mathematics** from University of Kerala, India in 2011

**Computer Hardware and networking** from U-Tech Academy in 2008

**12th** from HSS Kerala, India in 2006

**Computer Fundamentals, DOS, Windows, MS OFFICE, C++, Photoshop, Peach tree** from

Kerala Computer Institute Federation in 2005

**10th** from HSS Kerala, India in 2004

**COMPUTER PROFICIENCY**

**Computer:** DOS, Windows, MS OFFICE, C++, Photoshop, Peach tree, Hardware and networking.

**Language:** English, Hindi and Malayalam.

**PERSONAL DETAILS**

**Date of Birth :** 26/02/1989

**Nationality :** Indian

**Marital Status :** Married

**Visa Status :** Employment (Expire on 13-August-2016)

**DECLERATION**

I declare that the information given above is true to the best of my knowledge.

**Date:**