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| Sujit Dubai, U.A.E.Email: sujit.335946@2freemail.com  |  |
| **Job Position to be applied:- Sales& Marketing** |
| Seeking to advance my career within an innovative firm where my experience, abilities and performance can be better utilized, to supplement my skills, this will enable me to contribute to effective organizational performance and my growth thereby. I can contribute in a team environment to achieve the overall goal of the organization. A dynamic professional experience in Sales& Marketing, Customer Service.**SKILLS AND ABILITIES** |   |
| **Personal Details**D.O.B.: 25/07/1979Sex: MaleMarital Status: Married**-------------------------------****------------------------------****Languages Known****English** (Read, Write, & Speak) **Hindi** (Read, Write, & Speak)**Nepali** (Read, Write, & Speak).**-------------------------------MS Office Skills**Word, Excel, PowerPoint, Internet Explorer, and MS Windows.**-------------------------------** |
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| * ***Positive Mental Attitude***
* ***Public Relation***
 | * ***Excellent Communications Skills***
* ***Optimistic and having a positive approach***
* ***Capability to face new challenges and solutions***
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| * ***Inter-personal Skills***
* ***Practical minded - always willing to learn and accept suggestion and criticism***
* ***Hard working, Patient, Confident***
 | * ***Fast leaner, able to work well under pressure***
* ***Honest and sincere nature, having high sense of responsibility.***
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| **Career Snap Shot****June 2012 to July 2015- Sales Executive, Surya Roshni Industrial Pvt Ltd, Kathmandu, Nepal****July 2015 to Oct. 2016 – Sales Executive, Nepal****CORE COMPETENCIES** |
| * Able to build friendly and professional relation to customer.
* Maintaining high levels of product and customer knowledge and participating in training programs as organized by company.
* Co-coordinating day- to-day Sales & Customer activities with Shop Manager and Co-Worker.
* Manage budgets and expenses for conferences & Training.
* Plan and execute work schedules and weekly and monthly timetables.
* Preparing the invoice and other related documents for customers.
* Listen to Customer's needs, document and identify best response and solution.
* Working on succession planning of the workforce, rendering technical guidance to the staff, assisting in shift management activities, providing feedback.
* Resolving interpersonal issues & working towards a harmonious work environment.
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| **Previous Professional Role** |   |
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| **Sales Executive**Thapa Business Group Pvt Ltd, Kathmandu, Nepal, FromJuly-2015to October-2016 |
| * Sell Home Appliances / services to potential and prospective Dealers, Customer.
* Contact potential customers like Electronic Dealer & Retailers pre-arranged appointment.
* Build and maintain positive working relationships with Owners and Designated staff.
* Organize conferences and Training to provide knowledge on Home Appliances for using Benefits and other services to staff for hard-sell of a product or services.
* Manage budgets and expenses for conferences & Training.
* Plan and execute work schedules and weekly and monthly timetables.
* Keep detailed records of all contacts and meetings.
* Create strategies to meet monthly and annual sales targets.
* Keep up to date with the latest products supplied by the company.
* Monitor competitor's products and their activities.
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| **Qualification &Skills** |   |   |
| **Educational Qualifications** |
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| 2002Intermediate (10+2) passed from Pashupati Multiple Campus, Chabahil, Kathmandu, Nepal |
| **Interests & Hobbies** |
| Traveling,Sports,listening to music, watching news, reading book, help the needy people, cooking and photography. |
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| \*Supporting Documents and References will be provided on request \* |