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| **`**    PRAYAG  **C:\Users\Awishkar\Downloads\Desktop\DSC_0873.jpg**  **Personal Data:**  [PRAYAG.336601@2freemail.com](mailto:PRAYAG.336601@2freemail.com)  Date of Birth:21.07.1985  Sex: Male  Marital Status: single  Nationality : Indian  VISIT VISA | CURRICULUM VITAE  **Career Objective:**  Seeking a long term position where I can enhance my experience and knowledge. I am very flexible and open to new challenges and looking for a challenging job in a reputable organization where I can expand my skills and to contribute in further progress of the company.  PERSONAL SKILLS AND QUALITIES   * A competent Professional with good knowledge and experience in sales industry. * Dynamic and hardworking person with excellent spoken and written communication, interpersonal and computer skills who is detail oriented, well organized and has the ability to manage multi-tasking, and meet deadlines simultaneously under minimal supervision. * Adapt easily to new concepts and responsibilities. Self-motivated and able to set effective priorities and implement decisions to achieve immediate and long-term goals as well as meet operational deadlines. * Staying focused in demanding work environments, under deadlines and pressure conditions. Meeting challenges head-on and always finding a way to effectively complete multiple assignments or endevour.   Summary of QUALIFICATIONS   * Higher Secondary Certificate (National Institute of Open Schooling, Delhi) India. * All India Secondary Examination Certificate passed. * Diploma in computer hard ware and software * Advance diploma in Mass communication and journalism     COMPUTER QUALIFICATIONS   * Windows * MS-Office * Tally * Coral Draw   work experiences  **Sept 2014 to Dec 2015 Celio:Jawad Outfit LLC**  **Customer Sales Associate**  **Abu Dhabi**       * Provide all customer efficient service at all the times. * Reach our goal and customer satisfaction * Organizing, preparing and arranging promotional materials and displays * Efficient, courteous, and technically excellent at customer service * Dealing with customer concerns and complaints in effective way. * Develop store sales through up selling and good service. * Handling the till, Visa, Master card and foreign currency. * Follow all the company safety and security policies.   **April 2011 to Sept 2014 Monsoon/Accessorize**  **Jawad Outfit LLC**  **Customer Sales Associate**  **Dubai/ Abu Dhabi**     * Provided excellent customer service. * Maximize the sales through effective merchandising. * Handling the customer complaints. * Taking corrective actions if necessary to ensure standards are maintain. * Conducts all administrative work required. * Maintain an effective working atmosphere in store operation by mean of good communication with manager and colleague | |
| **Office Administrator (Temporary**) : Mount Hermon School, Darjeeling (July’16 – October’16)   * Prepare all monthly reports * Prepare minutes of the meeting   industrial training   * Selling skills. * Product Knowledge * Overcoming customer resistance * Till Handling. * Visual merchandising. * Health and safety. * Loss prevention.   skills   * **Proficient in the use of MS office, Windows, Word-Excel, Internet applications.** * **Positivity** * **Flexible** * **Good communication**     SEMINARS & TRAININGS ATTENDED    **PROPER HYGIENE TRAINING**.    **FIRE FIGHTING TRAINING.**  Languages known   * English : Read & Write * Hindi : Read & Write * Nepali : Read & Write * Arabic : Basic understanding | |