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| **`** PRAYAG **C:\Users\Awishkar\Downloads\Desktop\DSC_0873.jpg** **Personal Data:**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

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|  **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

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