****Curriculum Vitae**

**Irfan**

Email: irfan.336608@2freemail.com

**CAREER OBJECTIVES**

Seeking an increasingly responsible position in an organization where in I can obtain career development and efficiency and exercise professionally the technical knowledge, skills and qualification I have acquired. I am willing to learn and undergo further training to increase my capacity in such responsibility. My qualification, experience and dedication can be utilized for the prospects of the organization.

**SKILLS AND QUALIFICATION:**

Listening, Customer Service, Meeting Sales Goals, Selling to Customer Needs, Product Knowledge, People Skills, Energy Level, Dependability, General Math Skills, Verbal Communication, Job Knowledge

**EXPERIENCE:**

**COMPANY : -**  EMARAT Dubai

**DATE : -** From June 2006 until 13 June 2008

**POSITION : -** Senior Sales Assistant cum Cashier

**DIVISION : -** Retail

**ROLES AND RESPONSIBILITIES:**

* Welcome customers by greeting them offering them assistance
* Listen and respond to customer needs
* Advises customers by providing information on products.
* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Documents sale by creating or updating customer profile records.
* Processes payments by totaling purchases processing cheques, cash, and store or other credit cards.
* Keeps client tele informed by notifying them of preferred customer sales and future merchandise of potential interest.
* Contributes to team effort by accomplishing related results as needed.

**EXPERIENCE:**

 **COMPANY : -** MEN STYLE::Exclusive Showroom For Men’s Readymade Clothing **DATE : -** From September 2008 until 13 Jan 2013

**POSITION : -** Customer Sales Associate

**DIVISION : -** Retail Fashion

**ROLES AND RESPONSIBILITIES:**

* Greeting customers who enter the shop.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Keeping up to date with special promotions and putting up displays.

**EXPERIENCE:**

 **COMPANY**: - REEBOK SHOWROOM

 **DATE** : From Feb 2013 to Oct 2016

 **POSITION**: - Customer Service Associate

 **DIVISION**: - Retail Sports

**ROLES AND RESPONSIBILITIES:**

* Greeting each customer that comes into the store in a warm manner.
* Assisting customers with questions, needs and purchases.
* Cultivating successful relationships with retail customers.
* Completing each transaction in a quick and efficient manner.
* Cleaning shelves, counters, and tables.
* Identifying customer requirements.
* Preparing merchandise for display.
* Assisting customers with purchase decisions.
* Implementing all visual merchandising standards.
* Setting up merchandise on the sales floor.
* Making sure that customers receive receipts on all purchases.
* Helping customers try on or fit merchandise.

**BASIC COMPUTER SKILLS:**

* Microsoft Office.
* Email.
* Web and Social Skills.
* Graphic and Writing Skills.

**EDUCATIONAL QUALIFICATION**

 S.S.L.C :- From Government High School, Hassan

 P.U.C :- From Krishna PU College, Hassan

 D.C.A :-Don Bosco Technical Institute, Hassan

**PERSONAL DATA**

 Date of Birth : 17th May 1986

 Nationality : Indian

 Marital Status : Bachelor

 Sex : Male

 Languages known : English, Urdu, Hindi and Kannada.

 Visa Status : On Visit Visa

**DECLARATION**

I, certify to the best of my knowledge and belief that, the above data correctly describes my qualifications, my experience and me.

Place: Dubai

(IRFAN)