

Contact HR Consultant for CV No: 340860

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Professional Profile:**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding Administrative and office procedures gained through the firms worked and a quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment who is now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential.

**Career Objective:**

To come up with innovations and work smart with honesty and team spirit to attain the core values of the concern and take it to greater heights and to provide a substantial contribution to the job assigned to the best of my capabilities.

**Professional Experience:**

**Sales Executive**

**Mohamed Almeheiri Medical Products LLC**, **Dubai, UAE**

*November 2015 – Current*

* Dealing with customer enquiries face to face over the phone or via email.
* Contracting prospective customer and discussing their requirements.
* Achieving all revenue targets and objectives in line with the area business plan.
* Identifying what customers want.
* Planning and organizing the day to ensure all opportunities are maximized.
* Developing a full understanding of the business market place.

**Data Entry Operator**

**Aster DM Health Care**, **Dubai, UAE**

*January 2012 – March 2015*

* Responsible for preparing data entry for computer entry.
* Maintaining databases.
* Entering accountant and customer data.
* Processing account and customer source documents.
* Maintaining data entry requirements.
* Security information and testing customer account system upgrades and changes.

**Sales Executive**

**Kathins Wholesale and Retail**, **Kerala, India**

*September 2011 – December 2011*

* Explaining to customers the exact way a product or service will be of benefit to them.
* Growing sales through existing clients.
* Asking customers what their budget and price range is.
* Identifying the unique selling point of the products or service that you are selling.
* Collecting feedback from customers about the product they have bought.
* Making phone calls to customers.
* Visiting customer at their place of work.
* Writing effective business proposals.

**Educational Qualifications:**

**Bachelor of Business Administration**

Bharathiar University in Coimbatore

**Higher Secondary**

Chakkalakkal Higher Secondary School (2011)

**High School**

Kunnamangalam Higher Secondary School (2009)

**Computer Skills:**

**MS-Office** (Word, Excel, PowerPoint, Outlook)

**HTML,SQL,C, C++**

**ISM & Page Maker**

**Hardware and Maintenance**

**Tally**

**Area of Interest:** **Sales Executive**

**Languages known:**

To read and write **:** English, Arabic, Hindi, and Malayalam

|  |  |  |
| --- | --- | --- |
| To Speak |  | **:** English, Hindi, Urdu, and Malayalam |

**Declaration:**

I hereby declare that the information furnished above is true and correct to the best of my knowledge.