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| New_logoContact HR Consultant for CV No: 2051838E-mail: response@gulfjobseekers.comWebsite: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  |

**CAREER OBJECTIVE**

I seek a challenging & rewarding role with a reputable company that will enable me to passionate use my skills and experience as a productive asset to your business team.

**Professional Synopsis**

* Creative & open minded professional with extensive experience in open

Relationship, management & man management in the public sector.

* Capable and self-motivated in banking sector & service sector.
* Smart in maintaining services standards & operational polices, plans in control measures to reduce running cost of the unit.

**PROFESSIONAL WORK EXPERIENCE**

**Organization:** **BEAUTY BRAND**

**Tenure:**  05 **October 2015 – 21 November 2016**

**Designations:** **SALES ASSOCIATE**

**Responsibilities:**

• Welcome customers with a smile as they enter into premises. Proactively ask customer how they can be assisted

 Provide customers with product information that they need

• Explain product knowledge and demonstrate the working of a product when required

• Provide information on daily deals and promotions

 Ensure that all products are well stocked and are easy to reach

 • Assist customers by taking down products that may not be easy to reach. Provide information regarding each

 Product and any discount offers associated with it.

 • Handle cashier duties by taking cash or credit cards in exchange of goods sold Manage product returns and exchanges.

 Reserve products for online order and Discourage shop lifting activities by constantly keeping a vigilant eye
Arrange products on shelves in a tidy manner, Pick and pack orders for shipping purposes Order out of stock
 items in a timely manner.

* listening to customer requirements and presenting appropriately to make a sale;
* maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* Challenging any objections with a view to getting the customer to interesting in our products.
* As well as approaching potential customers with the aim of winning new products; sales associate as per our work to maintain good relationships with existing clients, gaining repeat profits wherever possible.

**Organization:** **Paramount Airline Service PVT LTD**

**Tenure:**  **09 July 2014 to 20 Sep 2015**

**Designations:** **Front desk receptionist**

**Responsibilities:**

* These aviation field given me such experience and big ideas to make and think for me how to achieve my goals.
* My duties in this farm were, I was receptionist in front desk.
* Answer phones calls & operate switch board answering inquiries ensure receptions area, send email and faxes collect & distributes parcel other mails.
* Perform basics book keeping filling and clerical duties.
* Take and relay messages update appointments schedule follow-up appointment.
* Coordinate mail flow in and out of office activities.

 Solving clients issue via telephones, Respond to customers’ requests and concerns in a resourceful manner

 Reserve data for online clients. Solving all activities via telephone to clients

**ACADEMIC EDUCATION**

 **EXAMINING BODY: YEAR**

* **Bachelors Degree of COMMERCE**  **S.A.J.COLLEGE CALCUTTA UNIVERSITY** **2014**
* **Higher Secondary (Commerce)**  **W.B.C.H.S.E**  **2011**
* **Secondary** **W.B.B.S.E**  **2009**

**TRAININGS & WORKSHOPS**

**Financial accounting course**

* 12 month diploma from Kamarhati youth training centre year - 2011

 **BANKING COURSE**

 3 month training from star swarojgar prashikshan sansthan year - 2011

 **Beautician course**

* 9 month beautician course from star nail arts year - 2011
* Beauty Therapy and Hair Dressing
* Bridal Dressing Hairstyling and make up
* Performing facial and body massage and aromatherapy treatment
* Analyzing body type and advice on exercise programs and nutrition
* Removing facial and body hair by electrolysis or waxing.

 **Aviation training**

6 month basic training from dynamic aviation school year - 2012

**CERTIFICATION/ ADDITIONAL SKILLS**

* **NIIT** (Participate Indian School Assessment)
* **Soft Skill** (Certificate by State West Bengal)
* **Base Line** (Certificate by State West Bengal)
* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
* **Award Winner** (best employee of the branch)

**COMMUNICATION AND INTERPERSONAL SKILLS**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and different national Languages.

**INTERESTS AND HOBBIES**

* Hobbies include anything to do in sports, painting, arts, travelling, and music, poetry, reading historical books, philosophy and religious book.

**PERSONAL INFORMATION**

 **Marital status**  : Married

**Date of Birth** : 14. 04.1992

**Religion**  : Christian

**Present country** : UAE

**Declaration**

I hereby declare that the above given information are true and correct to the best of my knowledge and belief.