**[360946@gulfjobseekers.com](mailto:360946@gulfjobseekers.com)**

**Assistant Sales & Boutique Manager**

Over 14 years experience in Luxury retail industry driving growth, product visibility and creating a Brand Name for a family owned Jewellers in Mumbai and rest of India .Highly passionate and persuasive, able to achieve results others believed to be impossible. Well experience in client building, customer relationship and understanding of craftsmanship and gemstones.

**Achievements**

* Platinum Training from PGI
* Color stones and Diamond essential Course from GIA
* INDO AMERICAN course for public speaking and personality developments
* Appreciation for the best salesman award with Damasy Retail jewellers
* Achieved the title of target achiever and team player with Geetanjali jewels ltd
* Quick learner in computers and a good hand in MS Excel and Ms Word

**Professional Experience**

**GANJAM NAGGAPPA & SON PVT LTD, Taj .Mumbai -** OCTOBER 25th 2007-TILL DATE

***ASSITANT BOUTIQUE MANAGER***

* Dealing in High end Luxurious handmade diamond and Colorstone Jewellery.
* Handling VIP, HNI, NRI and Walking Customers requirement from across the globe with Positive Attitude.
* Part of Exhibition team, new collection launch, IIJW fashion week.
* Giving Quotations, taking all sort of orders and repairs.
* Making daily, weekly, monthly, quarterly and yearly Sales Report.
* Presenting Business reports and annual presentation.
* Maintaining accounting, bank deposits & stock on the company internal software (ICSoft)
* Handling all modes of payments from the customers.
* Taking keen interest on VM activities to seek attention of the clients on the new arrivals.

**DAMASY RETAIL JEWELLERY PVT. LTD, Andheri, Mumbai**  JAN 2007 - TILL OCTOBER 2007

***ASSITANT STORE MANAGER***

* Dealing in Branded and Luxurious Gold, Diamond and Colorstone Jewellery, Watches.
* Selection of Branded and Non-branded Jewellery for Shop Level.
* Handling VIP and Walking Customers with Positive Attitude.
* Handling Customer Complains and Solving to the best of their satisfaction.
* Giving Quotations, taking all sort of orders and repairs.
* Maintaining Gold and Diamond stock in the shop.
* Handling all modes of payments from the customers.
* Making Daily and Monthly Sales Report.
* Displaying Branded Jewellery and Watches to attract maximum attention.
* Supervising the Sales Staff, office assistants.
* Working and motivating the team to achieve target set by management.

**AL ANWAR GOLDEN JEWELLERS L.L.C, Dubai, UAE -** AUG 2005- TILL NOV 2006

*SENIOR SALES ASSISTANT*

* Sales – Jewellery (Gold & studded), Certified diamonds, Colorstone and branded Watches
* Handling VIP and Walking Customers with Positive Attitude and best of the ability.
* Giving Quotations, taking all sort of orders and repairs.
* Maintaining Gold and Diamond stock in the shop.
* Part of Jewellery exhibition team across UAE

**GEETANJALI JEWELS PVT LTD (MUMBAI)** FEB 2003 – TILL JULY 2005

***BRAND NAME: - Gili, Nakshatra, Asmi***

*TEAM LEADER & CUSTOMER CARE ASSOCIATES*

* Handling Customer Requirement, sale, giving Quotations for all sort of orders and repairs.
* Maintaining Gold and Diamond stock on the counter.
* Making Daily and Monthly Sales Report.
* Working experience and doing Visual Merchandising in all leading malls like Shoppers stop, life style, Pantaloons, and Akbarallys.

**UMESH K. MEHTA & Co. CHARTERED ACCOUNTANT FIRM**

AUGUST 2001 - JANUARY 2003

*OFFICE and AUDIT ASSISTANT*

**EDUCATION**

**Diploma in Computer Education** (M.S Office, M.S Excel, M.S Word, Basic)

**Bachelor of Commerce,** Mumbai University in 2001

**Higher Secondary Education,** Thakur College, Maharashtra Board in 1998

**State Secondary Education,** St Joseph High School, Maharashtra Board in 1996

**Personal Information**

Date of Birth : 12th June 1980

Marital status: Married

Gender : Male

Nationality : India

Languages : English, Hindi, Marathi, Gujarati and Basic Arabic

