**Anand**

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**SKILLS :-**

* Customer service-oriented
* POS software expert
* Retail merchandising specialist
* Bilingual in [Hindi]

**COMPUTER SKILLS**

MS Word

MS Excel

**WORK HISTORY :-**

AS A SALES ASSOCIATE CUM PURCHSE ASSISTANT AND RECEIVABLE MANAGEMENT

DINESH AIDASANI GENERAL TRADING LLC ( FEB 2011 – PRESENT)

* Timely collection from debtors
* Generating of Invoices and debtors report
* Greeted customers in a timely fashion while quickly determining their needs.
* Recommended merchandise to customers based on their needs and preferences.
* Wrote sales slips and sales contracts.
* Maintained knowledge of current sales and promotions,
* Built relationships with customers to increase likelihood of repeat business.
* Handling outdoor sales
* Engaged with customers in a sincere and friendly manner.
* Responded to customer questions and requests in a prompt and efficient manner.
* Shared Product Knowledge

**EDUCATION : -**

Computer Basic Course

HIGH SCHOOL

SARVODAYA BAL VIDYALAYA – DELHI

**ACCOMPLISHMNETS : -**

* Created strategies to develop and expand existing customer sales