****

**SRIJANA**

**Srijana.363038@2freemail.com**

**CUSTOMER SERVICE & SALES PROFESSIONAL**

Seeking an opportunity in the field Sales & Customer Service for professional challenge and growth.

**PROFILE**

* Sincere and diligent professional with 2**+** years of experience across Sales, Customer Service.
* Currently working as Sales Associate at Advance Investment LLC, Abu Dhabi UAE.
* Was working as Brand Endorser at Louis Cardin, Abu Dhabi, and UAE.
* Acknowledged capabilities in implementation of modern inventory and stock systems to maintain logical inventory levels.
* Maintains knowledge of current sales and promotions.

**OBJECTIVE**

To obtain a managerial position in Human Relations that will enable me to use my ability to work with people of different educational background, providing opportunities to learn and improve skills, in a growth oriented organization, which appreciates hard work and honesty.

**CORE COMPETENCIES**

*🞛 Sales Targets 🞛 Merchandising 🞛 Stock Updates 🞛 Reports Preparation 🞛 Cashier 🞛 Customer Service🞛 Maintenance Works.*

**PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| * ***Assistant Teacher at Cambridge Public School from July 2010-May 2012.***
* ***Inbound Sales Associate at Rolta from July 2012 – January 2013.***
* ***Councilor at Aadhar Intuition August 2013 – March 2014.***
* ***Brand Endorser at Louis Cardin from January 2015 – January 2016.***
* ***Sales Associate at Advance Investment LLC from March till date.***
 |  |

 **Sales Associate March 2016 – Present 2017 BEYONDS (Advance Investment LLC)**

BEYONDS is a large format luxury travel goods chain which caters to the discerning luxury travelers for all their travel needs.

Below are the brands which are representing **BEYONDS.**

   

 DUTIES AND RESPONSIBILITIES:

* Successfully assisting customers with product selections and purchases.
* Achieved daily sales goal by cross selling and promoting additional products and services.
* Built rapport with customers by asking probing questions and utilizing effective listening skills.
* Preparing daily, weekly and monthly reports and payroll of all the staffs.
* Arranged new merchandise with signage and appealing displays that encouraged customer sales and moved overstock items.
* Managing cash register, cash counter.
* Built and maintained strong client relationships to ensure leads, future business and maximum productivity
* Assisting in physical inventory counts.
* Assisting in calculating the store's end of year inventory.
* Implementing all visual merchandising standards.
* Completing each transaction in a quick and efficient manner.

 **Sales Associate at Louis Cardin PGT UAE (January 2015-January 2016)**

Louis Cardin is the fastest growing company with the production of perfume and was a Chief Designer with Swiss Watches Industry.

 DUTIES AND RESPONSIBILITIES:

* Proactively acknowledged, greeted and assisted customers.
* Offered customers with exemplary and timely service.
* Provided accurate product information.
* Served multiple customers, discovered their needs.
* Recommendations to generate sales.
* Suggested alternative purchase choices.

 **EDUCATIONAL CREDENTIALS:**

 **Senior Secondary (CBSE) Darjeeling, India 2011**

 **National Institute of Open Schooling**

 TECHNICAL SKILLS:

**🞛 MS-Word 🞛 MS-Office 🞛 OUTLOOK 🞛 MS- EXCEL**

**Date of Birth:** 29th June 1993.

**Nationality:** Indian

**Marital Status**: Single