**BISWAMANI**

**Biswamani.363187@2freemail.com**

OBJECTIVE

Intend to build a career in **Sales & Marketing** with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

PROFILE

* Experienced Sales professional **having 8 years of exposure** to operations in the Retail sector with reputed/major organizations in UAE.
* Proficient in MS Office Suite
* A confident persuasive team player with an ability to communicate effectively across diverse cultures to achieve exceptional business performance.
* Proven contributions in the areas of Retail sales/cashier/ stock taking/ customer service etc.;
* Consistently maintain excellent relations with customers, clients and make sure the organization’s reputation is maintained at all times
* Self-motivated and highly organized individual, works under minimum supervision.

PROFESSIONAL EXPERIENCE

 **Senior Sales Associate,** Landmark Group (E-Max Electronics)Since 28 Dec 2011 to 28 Feb 2017.

**Job Profile:**

* Try to get maximum conversion rate by offering latest product and value added services (offering

 extended warranty) and competitive product knowledge.

* Handling of client independently.
* Ensuring that promotions, bundle offers are displayed properly with correct pricing.
* Responsible for achieving overall sales target set by management.
* Ageing stock management and stock control
* Running perpetual inventory program every month to maintain the stock position
* To maintain stock and always be aware of the delivery to customers.
* Assisting showroom in-charge in preparing daily sales report.
* Other office admin works like preparation of service memo and dispatch order.
* Transferring and receiving goods from warehouse, other branches & suppliers.
* Responsible to provide technical support to customer.

**Sales Executive**, Landmark Group (Shoe Mart LLC.) 21 march 2009 to 1st July 2011

**Job Profile:**

* Greet customers and Find out the customer's needs.
* Recommend, select and help locate the right merchandise.
* Answer customer queries regarding the store and the Merchandise.
* Provide information about warranties, manufacturing
* Specifications, care and maintenance of merchandise and delivery options.
* Receive and process cash, check and charge,credit Payments.
* Provide change and receipts/Bag or package purchases.
* Count money, sort charge slips and balance monies/Maintain sales records.
* Place special orders/ Stay current with sales prices.
* Organize and process merchandise exchanges/Process repair or alteration of merchandise.
* Take stock inventory/ Requisition new stock/ Arrange and display merchandise.
* Recognize and monitor security issues.

 **3 year of experience in IT field** (Hardware and software service provider)

**Job Profile:**

* Troubleshooting all types of PCs and laptops.
* Sales hardware parts.
* Providing information about the latest technologies to the Customer.
* Recommend and help them to select correct device.
* Provide information about financing available for the device.
* Field visit for regular customers.
* Organizing and helping junior technician.

EDUCATION

+2 (equivalent to 'A' level) with Management & Computer Science in (2005 Higher Secondary Education Board) with 2nd division.

TRAINING

* INTEL product knowledge training.
* HP product knowledge training.
* SONY VAIO product knowledge training.
* CISCO product knowledge training.
* SANDISK product knowledge training.
* APPLE product knowledge training.

COMPUTER SKILLS

Fundamentals :- Computer fundamental, ms-dos, motherboards, micro processor, RAM, H.D.D, F.D.D, CD

 ROM\RW, MODEM, U.P.S

Operating system :- Ms- DOS, Window 3.11,Window 95, Window 97, Window 98,Window 2000 Prof,

 Window 2000 Server, Window XP Prof, Window 2003 Server.

Installation :- Peripherals, Port & Connector, Installing & configuring OS, Installing & configuring Application

 Software’s, Driver, Printer, Scanner.

Applications Packages :- Microsoft office, adobe PageMaker, Adobe photoshop, E-mail

 & Internet.

PERSONAL INFORMATION

* Date of Birth : may 6,1987
* Nationality : nepal
* Language Skills : English, Hindi,Urdu,Nepali
* Visa Status : Employment Visa (can join immediately)
* Driving License : UAE Driving License