**SANDIP** **SANDIP.366956@2freemail.com**

**SUMMARY**

Professional sales person always enthusiastic, motivated and ready to perform task perfect. Service oriented person concerning the customer’s satisfaction as a main goal and consists of professional and matured manner. Developing positive business relationship with co-workers and other staffs, good communicating qualities, capacity of multitasking, problem solving and prioritizing work are some outstanding personal skills. Backed by mathematical and computer skills and commitment to customers.

**KEY COMPETENCIES AND SKILL**

**Sales**

* Effective communication: verbal and written communication skill, along with attentive listening abilities
* Customer service and performance focused
* Proactive interpersonal skills and multitasking abilities
* Visual merchandising
* Strong leadership and team worker
* Store safety, security and hygiene
* Familiar with planning, scheduling and time management
* Computer application: MS-Word/Excel/PowerPoint

**Personal**

* Highly enthusiastic individual who has a strong desire and commitment to achieve both personal and professional goals.
* Ability to collaborate easily, handle both giving and receiving criticism gracefully.
* Consistently overcome complex scenarios by using proactive language.
* Dependable, trustworthy, punctual and always on time for work.
* Flexible with shifts as per business requirements.

**EXPERIENCE**

**SALES ASSOCIATE AUG 2015 to FEB 2017**

**UDAY INTERNATIONAL, Dharmapath-Kathmandu,Nepal**

**GPO Box 12372, Tel: 977 1 4243604, 977 1 4240872**

Founded in 1992 in Nepal, Uday International as a distributer company has successfully grown into one of the largest and successful retail organization in Nepal. It encourages entrepreneurship to deliver exceptional value which operates around 20 outlets in Nepal and have employed around 250 people. Uday International comprises selling and distribution of footwear, clothing and sport wear.

* Proactively acknowledged, greeted and assisted customers in the stores offering with exemplary and timely service.
* Served multiple customers, discovered their needs provide accurate product information and made recommendation to generate sales.
* Merchandised, stocked and replenished the selling floor constantly.
* Maintained working knowledge of store’s policies and procedures and enhanced product knowledge
* Organized and cleaned store during downtime
* Handled cash, check and credit cards transactions
* Managed the register in accordance with company guidance
* Addressed loss prevention issue immediately
* Communicate to coworkers and supervisors in professional manner

**EXPERIENCE**

**STORE KEEPER JUN 2013 to JUN 2015**

**PAPULAR ENTERPRISES, Mahaboudha-Kathmandu,Nepal**

**Tel: 977 1 4266877**

* Exercising general control over all activities in the store department
* Ensuring safe keeping both as to quality and quantity of materials maintaining proper records
* Initiating purchase requisition in minimum limit of stock level and action of stoppage when stock level approaches the maximum limit
* Checking the book balances with the actual physical stock at frequent intervals by the way of interval control over wrong issues, pilferage etc.
* Checking and receiving purchased materials forwarded by receiving department and to arrange for the storage in appropriate places.

**EDUCATION**

**BBS ( Bachelor’s in Business Studies) 2015**

**Tribhuvan University, Nepal**

**TRAININGS**

**Inventory management in Retail Industry,** Management Study Guide – Online **2017**

**Mini Course on Time Management**, Udemy Academy – Online **2017**

**Introduction to Art of Negotiation**, Alison Academy – Online **2017**

**Business English**, Pearson English Business Solutions – Online **2014**

**ASIAN YOUNG LEADERS INTERNATIONL EXPOSER ASSEMBLY,** South Korea **2011**