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 **CURRICULAM VITAE**

**MAVIYA**

**MAVIYA.366972@2freemail.com**

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| **Career objective** |

To secure a challenging career with Dynamic, Servicing, Progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

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| **Education Qualification** |

HSC / 2016

* St. Michael’s School – Bhopal, India
* High School Diploma, 2014 with 72%
* Higher Secondary Diploma in Computer Commerce, 2016 with 65%

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| **Computer Qualification** |

* Computer Operating
* MS office
* Internet.(Emailing, Browsing, Chatting etc…).

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| **Strength** |

* Self confidence
* Good leadership qualities and team spirit
* Organizing skills
* Communication skills and convincing power other information

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| **Work Experience** |

* **Worked as an Electronics Sales Associates in MANGALAM ELECTRONICS L.L.C, Bhopal (2014-2015)**

**Duties and Responsibilities**

* Selling all kinds of Brand Mobiles.
* Achieved monthly sale closing goals on a consistent basis.
* Responsible for all sales and customer service issues in the mobile sales department.
* Look after all mobile devices and keep them in a good condition
* Identify customer needs on sale Flore and recommend appropriate solution
* Helped customers with all electronic related needs.
* Help keep daily achieving daily sales targets and maintain sales report.
* Maintained a clean and organized work environment to allow customers the best shopping experience.
* **Worked as an Sales Associates in PANTALOONS L.L.C, Bhopal (2015-2016)**

**Duties and Responsibilities**

* Handle tasks of getting clothes for trial
* Responsible for providing knowledge of fabrics and materials to customers.
* Handle tasks of preparing and maintaining sales record on a daily basis.
* Participate in sales training and programs to enhance sales skills and techniques.
* Ensured to generate an atmosphere of hospitality and flexibility with the guests.
* Resolved customer inquiries and conflicts.
* Responsible for responding to customer queries and update upcoming clothing to customers.
* Responsible for responding to customer queries and update latest upcoming dress to customers.

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| **Personal Information** |
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**Personal Information**

Date of Birth : 27/12/1997

Marital Status : Single

Nationality : Indian

Languages Known : English, Urdu, and Hindi

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| **Declaration** |

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.