# **RESUME**

# **Jaweed**

# **Email :** [**jawed.367653@2freemail.com**](mailto:jawed.367653@2freemail.com)

# **Visit Visa Valid Till: 16th June**

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# **Summary:**

# I have an effective, energetic, self-motivated career with 12 year's experience in the Industry of Consumer Electronics. I am looking for challenging position with progressive driven company where I can integrate and utilize

# My professional experience and skills in selling, marketing and supervision to its maximum potential. All aspects of sales have been successfully implemented during my years varied responsibilities.

# **Career Objective:**

# To obtain a career oriented senior position in a professional, progressive organization where my mutual growth and prosperity is underlined.

# Execute the duties to the best of my abilities and establishing a position of trust, and confidence within the Company.

# **Area of Expertise:**

# **Sales:** Sales Executive at Power Retailers.

# **Marketing:** Market and Competitive Research, Preserving the Customer/Maintenance Base, Re-Positioning Products.

# **Qualification:**

# B.Com (Computer Application) from Osmania University (First Class)

# (Certificates attested from U.A.E. Embassy)

# **Exposure to Computer Software’s:**

# Platforms (OS) : Windows 98, Window 2000, Windows XP, Windows Vista.

# Windows Application : MS Office 2000, {Word, Excel, Power Point and Access}

# Type Writing. : Higher Grade

# Accounting. : Accounting Packages like Tally, Focus, Wings

# **Work experience:**

# Designation : Sales Executive

# Company : Bajaj Electronics ( Mi-Redmi)

# Duration : Jan 2015 to till

# Location : Hyderabad, India

# Working in Bajaj Electronics as a ‘Sales Executive’ (Retail) for 2 years.

# **Major Job responsibilities:**

# Well organized and skilled in inventory control, cashier management and

# Order processing.

# Remarkable ability to analyze reports and solve problems.

# Hard working and energetic with excellent communication skills.

# Coordinate and perform a range of staff as well as operational support for daily activities

# Ensuring that adequate forms and supporting evidence exist on supplies.

# Achieving the targets in time.

# General promotion of the products and sold all store products

# Work with vendors concerning price and availability of the products.

# **Worked experience:**

# Designation : Sales Executive

# Company :Day General Trading L.L.C. Good (Diamond Brand)

# Duration : November 2004 to November 2014

# Location : Dubai U.A.E

# **Working in Good Day General Trading L.L.C as a 'Sales Executive' for 10 years**

# **Major Job responsibilities:**

# Achieve monthly and annual sales target.

# Provide regular feedback on the market & competitor’s activities to the management via prompt and regular reporting.

# Enhance customer base in the designated region.

# Pro-active involvement and contribution towards the growth for panel category.

# Work closely with the Sales Manager as a good team player and provide support whenever required.

# Maintain a high level market share among the assigned region.

# Maintain a high level of integrity while performing the above functions.

# **Special Achievements:**

# Successfully achieved targets within the set deadlines successfully sold and marketed the products in the market

# Awarded "Top" Sales Promoter" for consecutive 6months for Achieving targets.

# Created and presented an excellent image of the company and its services to customers, and coordinated and communicated well with management at all.

# Commended by management on numerous occasions for the quality and consistency of my performance.

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# **Personal Details:**

# Date of Birth : 25th July, 1981.

# Marital Status : Married

# Languages : English, Hindi, Urdu& Telugu,

# Driving License : Yes

# Place of Issue : Dubai ( U.A.E.)

Place of Issue : Dubai

# Yours Sincerely,

# Jaweed