**Shinos**

**Email:** **shinos.370356@2freemail.com**

**PERSONAL SUMMERY**

A Sales Executive having 6 Years of experience in the field of automobile spare parts. To utilize my abilities and self-motivation in order to work both independently and as a collaborative team player. To obtain a full time position in a reputable organization that provides me a professional working environment to perform challenging tasks and enables me to grow my organizational and interpersonal skills while meeting the organizational goals.

**PERSONAL SKILLS**

* Meeting Sales Goals
* Motivation for Sales
* Selling to Customer Needs
* Financial Skills
* Telephone Skills
* Customer Focus

**QUALIFICATIONS:**

1. Academic : Bachelor of Commerce (B.Com)

Kerala University, Kerala, India

1. Technical : CO&PA (Computer Operator and Programming Assistant),

MS Windows Operating Systems, Ms Office, FoxPro, C and

and well acquaint ted with the use of Email & Internet.

**WORK EXPERIENCE**

**May 2010 – till date** **Al Farhan Spare Parts Co. for Toyota & Nissan**

**Al Hassa, Kingdom of Saudi Arabia**

**Position Sales Executive**

* Understands automobiles spare parts by studying its characteristics, capabilities, and features; comparing and contrasting competitive models; inspecting automobiles.
* Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport.
* Prepare goods purchasing orders, Ensuring prompt goods delivery at timely scheduled, Monitoring collection of payment for purchased goods and collecting payment from whole seller.
* Maintain contact with customers after purchase to ensure customer satisfaction.
* Reviewing sales figures, costs and stock monthly to ensure budget benchmarks are met.
* Handling stocks and inventory management systems, monthly perpetual.
* Reply to inquiries, prepare sales orders and invoices.

**LANGUAGES**

* English, Arabic, Malayalam, Hindi

**PERSONAL INFORMATION**

**Name**  : Shinos

**Sex**  : Male

**Marital Status**  : Married

**Nationality** : Indian

**Date of Birth** : 08-10-1988

**License** : Valid Saudi & Indian Driving License