**CURRICULAM VITAE**



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**Abdul**

Dubai, UAE

**OBJECTIVE**

Looking to join a progressive organization that has the need for the customer focused personality and offers opportunities for career advancement as I am experienced and able to meet deadlines, work well under pressure and develop business profitability dynamics.

**WORK EXPERIENCE OF 14 YEARS**

**Sales Executive**

**Oct 2005 To Feb 2017**

**Worked as Sales Executive in Damas Jewellery.**

* Ensuring the display counter is properly arranged
* Providing excellent service to the customers’ by giving them proper information on all products
* Offering suggestions on new products and promotions to generate sales
* Communicating with all involved departments to assure customers are receiving the optimum distinguished services and ensure their satisfaction
* Handling customers’ quarries and regular follow-up
* Acquiring new clients as well as maintain good rapport with customers.
* Attending new customers, generating prospects, follow-ups and closing the deal.
* Close the transaction successfully taking care of all customers issues
* Achieving of monthly sales targets.
* Looking for ways to increase sales and improve efficiency.
* Managing stock levels and place orders if necessary.

**June 2002- 2005**

**Worked as Sales Executive in Meena Steel Furniture-Korutla Dist.Karimnagar.**

* Quote/order entry assistance
* Acquiring new clients as well as maintain good rapport with customers.
* Attending new customers, generating prospects, follow-ups and closing the deal.
* Close the transaction successfully taking care of all customers issues.
* Talking with customers on the floor or phone.
* Order acknowledgment processing for outgoing, incoming and confirmation of completed orders.

**OTHER SKILLS**

Acquaintance of emails inbox and outbox, browsing from internet

MS Office (MS Excel, MS Word and PowerPoint)

**EDUCATIONAL BACKGROUND**

Bachelor of Commerce (B.COM)

**ABILITIES AND SKILLS**

* Excellent communication and negotiation skill
* Motivated, enthusiastic and devoted individual
* Able to present argument in a clear and firm manner
* Able to work under pressure
* Seeking for continuous learning
* Able to handle multiple tasks efficiently and effectively
* Ability to work with people at all organizational levels in a corporate environment.

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| **PERSONAL DETAILS** | |  |  |
|  | Visa Profiles | : | Still holding Employment visa |
|  | Marital Status | : | Married |
|  |  |  |  |
|  | Language | : | English, Hindi, Urdu & Telugu |
|  | Nationality | : | Indian |

**DECLARATION**

I consider myself familiar with Sales. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

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**Abdul**