# **RESUME**

**NAVED**

**NAVED.373080@2freemail.com**

**Objective:**

 To achieve a challenging work responsibility in the organization.

**Qualification:**

1. High School from M.P Board Bhopal.
2. Higher secondary from mp board Bhopal.
3. B. com 1st year
4. Diploma 1 year retail management

**Experience :-**

1. **1YEAR EXPERIENCEASASALESEXECUTIVEIN “LOTUS”**
2. **1 YEAR NOKIA SALES EXECUTIVE**
3. **1 YEAR SAMSUSUNG SALES EXECUTIVE**
4. **STILL NOW RELIANCE DIGITAL RETAIL LIMITEDSR. SALES EXECUTIVE**

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| DUTIES:- |

1 producing accurate reports on team performance for senior manager

2 motivating the team to achieve high standards and KPI target

3 handling new clients enquiries and acting as the face of the business

4 mentoring and training up junior and new staff

5monitoring & reporting on standard & performance targets

6Arranging & chairing weekly team meeting, focusing on targets &achievements

7Implementing new initiatives,

8 Involved in the recruitment of new staff

9 Praise team members and creates a positive working environment

10Ensuring all administrative and productivity records are entered and update

correctly

 11 Providing prompt and accurate information on individual performance

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| KEY SKILLS:- |

 1 Proven ability to manage through other

 2 Accurate advice,guidance,support and training to team members

 3 Strong decision making and problem solving skills

 4 Able to motivate and lead others in a team environment

 5 An ability to build rapport and trust quickly with work colleagues

**COMPUTERPROFICIENCY :-**

1. Basic knowledge computer & efficient with internet.

**PERSONALDETAIL :-**

 Date of Birth : 04/04/1994

 Language : English,Hindi& Urdu

 Marital Status : Unmarried

**DECLARATION:**

I hereby declare that all information given above is true to the best of my knowledge.