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 **CURRICULUM VITAE**

**NARESH**
Dubai, UAE

Mail Id : **NARESH.375358@2freemail.com**

**Career Objective**

To seek challenging assignment and responsibility, with an opportunity for growth and career Advancement as successful achievements.

**Professional Summary**

* 2 Years worked as a **Sales Coordinator/ Marketing Representative** in BED BATH KITCHEN & MORE Retail company Hyderabad, INDIA
* 6 months worked as a **System Administrator**

**Qualifications**

* Business Administration (MBA) from Jawaharlal Nehru Technological University HYD.
* BSC Computer Science from Govt degree College, Osmania University.

**Experience**

Company **:** BED BATH KITCHEN & MORE, Hyderabad, INDIA

Position : Sales Representative & Sales Coordinator

Duration : November 2015 to October 2017.

**Duties and Responsibilities:**

* Develop a knowledge of company products sales systems and procedures including proper merchandising
* Understand the customer needs and requirements
* Sales campaigns and promotions product sources and distribution, space management, programs, order guides and sales presentations
* Develop business relationships with store management
* Report to the management weekly and monthly
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to managemen**t.**
* Coordinate sales team by managing schedules, filing important documents and communicating relevant information
* Respond to complaints from customers and give after-sales support when requested
* Store and sort financial and non-financial data in electronic form and present reports
* Handle the processing of all orders with accuracy and timeliness
* Inform clients of unforeseen delays or problems
* Monitor the team’s progress, identify shortcomings and propose improvements
* Assist in the preparation and organizing of promotional material or events
* Ensure adherence to laws and policies

**MBA Project**

* Project work on “SALES & DISTRIBUTION” at TATA MOTORS

**Technical Qualifications**

* ERP **:** SAP(SD)
* Word Processor & Presentations : MS Word, MS PowerPoint, MS Excel

**Functional Skills**

* Enthusiastic, Positive Attitude
* Quick to learn and with good organizational skills.
* Has the ability to follow instruction and have a high sense of responsibility.

**Personal Details**

**Date of Birth** : 07-02-1992

**Gender** : Male

**Languages Known** : English, Telugu, and Hindi

**Nationality** : Indian

**Marital Status** : Single

**Visa Status :** Tourist

**Visa Expire :** 15 January 2018

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Date :**

**Place : DUBAI**