**MANOJ**

**C/o-Mobile:** +971 505891826 **E-Mail:** manoj.377985@2freemail.com

**PROFESSIONAL EXPERIENCE:**

**Current Company:** Bhatia Brothers – Dubai

**Current Designation:** Sales Executive

**Total Experience:** 9 years of experience in ‘*Sales field*’ as Sales executive. 6 yrs experience in technical field.

**UAE Driving License:** Yes (Own a car)

**JOB DESCRIPTION:**

**Company Name:** Bhatia Brothers – Dubai

Automotive Industry (LUBRICANT and BATTERY)

**Designation:** Sales executive(Shell oil and Enoc oil)

**Period:** Feb’ 2009 – Till Date

**Responsibility:**

* Taking orders from the customers.
* Introducing the varieties model, customer handling regarding their problems & maintaining strong relationship with the customers across UAE.

**Roles:**

* Maintaining strong relationship with Dealers & Customers.
* Proper execution of order and dispatch it on time.
* Ensures sales target achievement as per the target.
* Working under monthly targets.
* Provide necessary product support to the dealer as per company policy.
* Introduce new sample to the client.
* Ensure timely collection of all outstanding on a priority basis.
* Continuously monitoring other competitor’s brands activities.
* Review and effectively deal with fast / slow lines, new ranges and end of ranges and implement necessary action.
* Creating new customer base.
* Following the existing customers to get their feedback.
* Responding to incoming mails and phone queries.
* Checking quantities of goods on display in stock.
* Recording sales and order information and sending copies to the sales office.
* Creating invoices for the customers.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Class** | **College / School** | **Year** |
| PUC | Govt. Pre University College | 2002 |
| ITI | Govt. ITI  | 1999 |
| SSLC | St. Aloysius High School | 1997 |

**PERSONAL SKILLS:**

* Ability to create and maintain effective business relationship with customers.
* Ability to work flexible hours.
* Excellent interpersonal, analytical and coordination skills.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.

**PERSONAL DOSSIER:**

**Date of Birth :** 25th September 1981

**Languages Known :** English, Hindi, Kannada and Tulu

**Sex :** Male

**Marital Status :** Married

**DECLARATION:**

I, hereby declare that the above furnished information is true and correct to the best of my knowledge. Hence if I am given an opportunity to work in your establishment, I assure you of my sincere and dedicated service to the growth of the establishment and satisfaction of the superiors.