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| Mayank **Sales Executive/Showroom Manager**  **Current: Sales Executive/Showroom Manager at Hyper Voitures (Dealing in Luxury and Exotic Cars)**  **E-mail:** [mayank-380108@2freemail.com](mailto:mayank-380108@2freemail.com) | |  |
| **Key Skills** | | |
| * Excellent Communication skills | * Sales | |
| * Excellent Computer and IT skills | * Extensive Sales Tactics and Sales Analysis | |
| * Management | * Presentable | |

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| Qualifications | |
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| **Bachelor’s Degree in Business Administration Barkatullah University, Bhopal: (64.3%)** | **2014** |
| **Intermediate (CBSE) from All Saints’ School, Bhopal 12th (68.2%)**  **UPSC Aspirant** | **2009** |

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| Achievements |
| * Started working at a very young age as part time Sales Executive. * Gained notable experience in handling basic to complex Sales and Administrative works. * Consistently helped the companies to come up with new ideas and helped them increase their sales. * Track record of maintaining high quality standard of work. |

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| Career Snapshot | |
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| **Sales Executive & Showroom Manager, Exclusive Luxury Cars dealer in Sharjah** | **Jan 2015 – Present** |
| **Sales Executive Surana Hyundai Bhopal** | **Oct 2010 – Nov 2014** |
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| Areas of Expertise |
| **Sales**   * Managing relationships with suppliers, vendors, sponsors, internal clients and community partners * To Ensure that the profits are being maximised and work on the problems identified (if any) * Always being flexible, positive, and creative in a dynamic, fast paced and changing environment. * Make sure that the operations are being carried out responsibly and impeccably * Communicating with client on the Daily Basis * Working closely with distributor field teams to help lead strategic field initiatives. * Make sure that the operations are being carried out peacefully and seamlessly |
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| **Mayank** |

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| Proven Job Role |
| **Sales Executive2010-2014 (Part Time)–***Hyundai India*   * Constant follow up with the customers and provide high quality service * Carry out sales in accordance to pre agreed monthly targets and budgets. * Maintaining quality service by establishing and enforcing organization standards. * Contributing to team effort by accomplishing related results as needed. |
| **Sales Executive/Showroom Manager2015-Present**   * Dealt in high end luxury brands like **Ferrari, Lamborghini, Mercedes, BMW, Porsche, Rolls Royce** * Attend to customers visiting the showroom, initiate sales process with them paying attention to their needs and offer qualified advice on the specifications of the car. * Maintain close contact with prospect customers, make sales call and visit them to suit their schedule/ convenience. Introduce and follow up suitable sales prospects. * Maintain customer database and contribute towards the development of prospects list. Keep abreast of competition in this segment of cars. * Always provide highest degree of customer service and satisfaction in accordance with the company sales policies and procedures to maximize future recommended or repeat sales. * Ensure that the customer is aware of all available extras, accessories and warranties. * Made field trips to Germany, USA to meet up with sellers and potential customers. * Ensure details of all vehicle transactions are accurately completed & recorded and registered with sales administration, including payment and the registration of the vehicle with the traffic department and invoicing. * Notify the customers of delay, changes in the requirements and specifications etc., if any, ensuring smooth conclusion of vehicle handover. * In constant touch with the overseas sellers and customers * Basic evaluation of car * Provide customers with qualified advice on vehicle finance and insurance facilities. * Participate in seasonal sales campaign and promotions to maximize sales penetration * Ensure pre-delivery inspections and proper documentation of the sales transaction. * Constantly updating existing customers with newsletters. |
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| IT Skills& Other Technical Knowledge |
| * Knowledge of digital marketing (Intermediate knowledge of SocialMedia Advertising like Facebook, Instagram, SEO, Google Adwords) * MS Office * Power point * Adobe Photoshop * Knowledge of SAP * Intermediate knowledge of .NET course done from NIIT * Knowledge of various website admin section (backend) like Wordpress, Prestashop, CS-Cart |

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| Personal Details | | |
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| Nationality | **:** | Indian |
| Date of Birth | **:** | 30th May 1991 |
| Marital Status | **:** | Single |
| Visa Status | **:** | Employment Visa |
| Driving License | **:** | UAE |
| Languages | **:** | English, Hindi & Sindhi |

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| Reference |
| Available upon request |