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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  |  |
| **Key Skills** |
| * Excellent Communication skills
 | * Sales
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| * Excellent Computer and IT skills
 | * Extensive Sales Tactics and Sales Analysis
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| * 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.
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| **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 |