**Santhosh**



Auto parts Counter Sales Man

**Email:** santhosh.383040@2freemail.com

*Over 10 years of progressive experience in auto parts counter sales in Saudi Arabia.Auto parts sales include products of companies like Toyota,Nissan etc.*

*Better handling in Arabic language along with basic computer knowledge and experience in this field makes me more unique and efficient in this field.*

*Few years of auto parts sales in India in the similar field in my home town.*

*Experienced in processing enquiries from the customers face to face.*

*Strongly commercial with excellent communication and influencing skills.*

*Helps the company achieve better sales by putting in maximum effort.*

**EXPERIENCE**



**Bin Qaes Toyota Genuine Parts**

General Auto parts counter sales man

*November 2007-present*

 This company is located in Abha,Saudi Arabia.

 Been part of this company's all achievements for 10 years

 I was in charge of the company's counter sales section.

 Receive and fill telephone orders for spare parts

 Prepare sales slips or sales contracts

 Examine returned parts for defects, and exchange defective parts

 Managed the shop & achieved the business objectives & goal set by the Management

 Updates entries in the system and follows up on purchase orders Receive & redress

 customer grievances.

 Monitor market to find out the products which are moving fast.



Auto parts Sales Manager

 I was in charge of this whole shop.

 Was part of this company for a very long time.

 Worked in Sales and Marketing.

 This company is located in my home town.

 Deal in retail sales activities & responsible for the administration of retail shop

 Examine returned parts for defects, and exchange defective parts

 Managed the shop & achieved the business objectives & goal set by the Management

 Supervised staff and was responsible for discipline at work place.

 ensured that the customer service is at its best.

 Update records and files

 Keep track of the daily work

**EDUCATION**



**CTC(Central Technical Institute)**

ITI Diploma

Completed technical education in related field.



**GHSS Koduvally**

High School

**SKILLS**



*May 1988 - May 1990*

*May 1986*

Counter Sales

 Store Keeper

 Better knowledge about automobile spare parts

 Managing Auto parts

 Keeping an account of stocks available and filling customer orders

 Basic computer knowledge

 Better knowledge in Arabic language

 Handle the customers efficiently and maintain a good level of communication.

 Monitor market to find out the products which are moving fast.

 Identifies part numbers as needed by customers and other branches

 Ensured that proper merchandising & visual merchandising standards are maintained.

 Responding to e-mails and telephone queries.

 Can make accurate and complex calculations.

 enhance leadership quality by arranging meetings and sharing qualities with other employees.

 Regularly review sales and help enhance the profit and achieve targets by putting in maximum effort.

**PERSONAL DATA** 

Nationality :Indian



Gender :Male



Religion :Hindu



Marital Status :Married

**LANGUAGES**



**Arabic** (Professional Working Proficiency), **Hindi** (Limited Working Proficiency), **English** (Limited

Working Proficiency), **Malayalam** (Native)

**COMPUTER SKILLS**



Basic Computer Skills (MS Office; Internet & E-mail)

