**Sanjay**

CAREER OBJECTIVE:-

To reach at highest of success with my hard work, dedication, sincerity and commitment towards job assigned to me. I always prefer creative and skillful role/activity where expected, challenge and responsibility.

**Professional Experience:-**

Working as Sales Representative in a Gold & Diamond Jewellery based in Dubai From Nov. 2018 to till dated.

Responsibilities:-

* Serving customers at the sales counter.
* Offering face to face advice to customers on the stores products.
* Processing returns and refunds as required in line with company procedures.
* Occasionally being responsible for the stores security including being its key holder.
* Using the stock management system to log, check, locate and move stock both in and out of the store.
* Responsible for the daily management of the till in the absence of the senior members.
* Ensuring that all areas are clean and adhere to the company’s clear floor policy and Health and Safety requirements.
* Making sure that any item which is removed from a display column is replaced immediately after a sale.
* Handling customer complaints in a calm manor.
* Managing cash and payment systems in accordance with company procedures and policies.

Previous Employees:-

**Popley Kewalram Jewellers LLC.** From April 2016 to 31st May 2018, Dubai Mall, Century

Mall, Al Ghurair Center.

**Sales Representative**

April 2016 to May 2018

Personal Qualities:-

Self-confidence.  
 Willingness to Learn New Things.  
 Good communication skills.

Straight forward to work.  
 Quick learner.

Qualification:-

**Graduation:**

Techno Global University Shilong –2011(India)

**Secondary:**

H.P.S.E.B. –Dharamshala -2006 (India)

**Matriculation:**

H.P.S.E.B. –Dharamshala -2004 (India)

PROFESSIONAL QUALIFICATION:

**Galaxy Computer Education Point**

Basics Computer (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts)

Chandigarh-India

April, 2006 to June, 2006

**Kasturba Gandhi Technical Institute**

**Faridabad Haryana -India**

Successfully completed **one year** diploma in computer software such as Microsoft Office, Accounting Tally 7.2 Version and ERP 9 Software.

July 2006 to June 2007

PERSONAL INFORMATION:-

Date of Birth : 25/07/1988

Gender : Male

Nationality : Indian

Status : Married

Languages : Hindi, English and Punjabi

**Visa Status** : **Work Visa**

Contact Details:

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Reference: Mr. Anup P Bhatia, Market Research HR & IT Consultant

Mobile No.: +971504973598

**Dated: - Sanjay**