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| --- | --- | --- |
|  |  | **Resume** |
|  |  |  |  |
| **Name** | : Mohit  |
|  |  |
| **Email** | : Moht.384991@2freemail.com  |
|  |  |  |



**Objective**

Currently on **Visit Visa** looking for job opportunity with more than **13 years of UAE** experience as **Sales Executive** with expertise and capability to work efficiently under stressand providingoutstanding services to customers by helping them to buy precious commodities they dream about.

**Skills**

* Strong knowledge of fine and costume jewelry
* Ability to maintain confidentiality and build customers trust
* Familiarity with the latest designs and trends in jewelry
* Familiarity with all types of precious stones, gold, platinum, and silver
* Skilled in repairing jewelries
* Excellent persuasive and customer service skills
* Ready to work in any shift, and on weekends and holidays

**Work experience**

**Meena Jewellers, Meena Bazar, Bur-Dubai, UAE** **June 2006 — May 2018**



**Senior Sales Executive**

* Greet customers as they arrive at the store / counter and ask them how they would like to be assisted
* Listen to customers’ requirements closely and provide them with information on available pieces and sets
* Show customers their desired pieces and provide information such as setting types, stones and cuts
* Provide customers with information on prices and any associated discounts or deals
* Assist customers in making decisions to buy jewelry pieces or sets and suggest alternatives and complementing pieces with clothes and other accessories
* Lead customers through the buying process by boxing, wrapping and bagging their purchases
* Assist the cashier by providing pricing information according to weight (in cases of gold and silver jewelry) and processing cash and credit card transactions
* Educate customers about warrantees and guarantees of sold pieces and ensure that all documentation is included with the bagged product
* Send out thank you notes to customers and keep them in the loop regarding new arrivals
* Arrange window displays on a regular basis and ensure that all displays are properly locked and secured
* Ascertain that all pieces of jewelry are locked up in assigned storage palaces at the end of the day

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**Viva Textorium LLC, Textile Market, Bur-Dubai, UAE** **Oct 2005 — May 2006**



**Sales Executive**

* Greeted and obtained information on customers needs and showed them ranges of clothing materials
* Selected dresses as per customer's choice and preference and convinced them for a trial
* Accepted dresses from customers returned for losing color and getting shrunk after one wash
* Operated computerized sales tracking systems and updated sales transactions
* Assisted in taking clothing stock of the store and goods ordered to manufacturing companies
* Sold clothes suitable for the season and informed customers upon new arrivals

**Raj Gharana, Nashik, Maharashtra, India** **Mar 2003 — Sept 2005**

**Senior Sales Executive**

* Assisted in stocking the shelves with new product and replacing product that had been moved during the course of the day
* Assisted in stocking the shelves with new product and replacing product that had been moved during the course of the day
* Responsible for tracking sales and making sure the register was even at the end of the day.
* Often asked to work with families looking for specific fashions for children
* Helped set up marketing displays before major buying seasons such as back to school and the holidays
* Voted employee of the month for exceptional sales and high level of customer service
* Often assisted customer service staff with returns throughout the day
* Given the responsibility of opening the store each morning
* Responsible for sales and customer service issues

**Qualifications**

* Higher Secondary Certificate (H.S.C.) from Pune University in year 1998-99.
* Secondary School Certificate (S.S.C.) Delhi Board with 2nd Class in 1996-97.

**Hobbies**

* Listening to Music, Playing Cricket & Chess

**Personal Details**

|  |  |  |
| --- | --- | --- |
|  | Date of Birth | : 16th July |
|  | Languages Known | : English, Hindi, Marathi, Gujarati and Sindhi |
|  | Marital Status | : Married |
|  | Sex | : Male |
|  | Nationality | : Indian |
|  |  |  |
|  | Visa Status | : On Visit Visa |

**References**

* References available upon request.

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