**SUKHDEEP**

**Sales Executive**

Sukhdeep-391182@2freemail.com

**CAREER OBJECTIVE**

To be a part of a reputed organization where I can use my operating and team holding skills to enhance my knowledge and skills with the achievements of my respective assigned work by the organization.

**PERSONAL SUMMARY**

I am an approachable, motivated and confident Sales Executive with the ability to Excel the sales targets and make a real life difference in the Organisation’s revenue generation. I have expert knowledge of the selling process and i fully recognise the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third party stakeholders.

**EMPLOYMENT HISTORY**

**M/s GHANIM TRADING LLC**

 **Designation:** SALES EXECUTIVE

 **Duration:** June 2016 to Present

 **Location:** Dubai (UAE)

**M/s SAI ELECTRONICS**

**Designation:** SALES EXECUTIVE CUM OFFICE COORDINATOR

**Duration:** Apr 2015 to Nov 2015

**Location:** Panchkula

**M/s CANTUS AUTO INDUSTRIES Ltd.**

**Designation:** PRODUCTION EXECUTIVE

**Duration:** May 2012 to Dec 2014

**Location:** Jalandhar

**M/s SOLOTRON SERVICES**

**Designation:** CUSTOMER SERVICE EXECUTIVE

**Duration:** 1 year (2011-12)

**Location:** Chandigarh

 **\* MAIN DUTIES PERFORMED \***

 **PRODUCTION**

* Making sure that products are produced on time and are of good quality.
* Overseeing the production process.
* Administrating production costs, billing reports and budgets. Managing and developing a production team.
* Managing production budgets and costing. Attending daily operations meetings.
* Making sure that staff comply with all workplace health and safety regulations.

**ADMINISTRATION**

* Office Management , Correspondence documentation and Office Maintenance
* Office equipment and filling. Stock handling
* Managing the daily activities of office. Excellent time management skills.

**SALES RESPONSIBILITIES**

* Excellent ability to analyze and interpret the needs of customers and offer appropriate solutions.
* Direct Coordinate and review activities in sales and recordkeeping.
* Analyze sales pipelines with senior management in order to forecast sales goals with accuracy.
* Successfully grew the sales by delivering exceptional services in the sales territory.
* Established and maintained strong client relationships.
* Exceeding sales quotas on consistent basis.
* Researching the market on a regular basis for related products.
* Follow ups for payments on weekly or monthly basis as per the company policies.
* Representing the company in various exhibitions and trade fairs.

**KEY SKILLS AND COMPETENCIES**

* Managing multiple projects at the same time. Adaptable to change in the workplace.
* Knowledge of production documentation and administrative paperwork.
* Managing production budgets.
* Implementing lean manufacturing techniques and processes.
* Ethical, reliable, collaborative, innovative and determined.
* Ease to work in shifts.
* Ability to work under pressure.
* Skilled in handling pricing strategies to build customer preference
* Supervising the performance of dealer’s distributors with key emphasis on achieving revenue targets.
* Process and code expense reports and obtain authorization for payments weekly/monthly basis.
* Kept tabs on competitors, analyzing their successes & failures and finding their impacts on market.
* Respected privacy laws and maintained client confidentiality all the times.
* Always available to customers for any questions, concerns and followed through with a solution.
* Attended many exhibitions at Dubai International Convention and Exhibition Centre.
* Met and greeted customers in market and demonstrated a quality sales experience.

**COMPUTER PROFICIENCY**

* + MS Office (MS word for editing text, Excel for Spreadsheets And PowerPoint for Presentations)
	+ MS Windows (XP, Windows 7, Windows 8 and Windows 10)
	+ Internet Efficient (Surfing and Marketing Update)
	+ Tally ERP (For Accounting)

**LICENSES AND CERTIFICATIONS**

* + Valid Driving Licence of U.A.E

**PROFESSIONAL QUALIFICATION**

**2007-2010**

**Bachelor Of Business Administration**

Guru Nanak Dev University

 **2018 -2019**

 **Pursuing Master Of Business Administration (Marketing)**

 Dubai (U.A.E)

**ACADEMIC QUALIFICATION**

 **2005**

Passed Matriculation From PSEB

 **2007**

Passed Higher Secondary From PSEB

**PERSONAL INFORMATION**

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| --- | --- |
| Date of Birth | : 08 july,1989 |
| Marital Status | : Single |
| Nationality | : INDIAN |
| Hobbies | : Listening to music, Painting, Playing Squash |
| Strength | : Positive attitude & Hardworking |
| Languages | : English, Hindi, Punjabi |