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**USMAN**

**Email:** **usman-393173@2freemail.com**

**CAREER OBJECTIVE**

Association with a progressive and growing organization where my skills are realized and my knowledge can be enhanced for my personal development as well as for the benefit of the organization.

**ACADEMIC PROFILE**

**BA (2004-2007) :** University of Calicut, Kerala

**HSE (2002-2004) :** Higher Secondary Education Board, Kerala

**SSLC (March 2002) :** Education Board, Kerala

**WORK EXPERIENCE**

**Sales Executive June 2017 - Oct 2018**

Jeddah, Saudi Arabia

**Sales Executive April 2010 - Oct 2016**

Jeddah, Saudi Arabia

**Duties and responsibilities:**

* Greet customers happily and politely and satisfy their needs, request and queries;
* Ensure high level of customer satisfaction through excellent sales service and provide assistance and information on product features;
* Maintain in-stock and presentable condition of assigned area;
* Build productive and trust relationship with customers and increase the customer base by adding more customers to the store;
* Follow and achieve departments sales goals on a monthly, quarterly and yearly basis;
* Handle returns of merchandise;
* Comply with inventory control procedures;
* Ensure store is clean and tidy at all the time;
* Maintain friendly relationship with all the staff within the organization.

**ADDITIONAL QUALIFICATION**

**CONSULTANCY WORK**

* Good command over **MS-Office**, **Internet** and **E-mail** applications.

**SKILLS**

* Solid communication, customer service and interpersonal skills;
* Have excellent organizing, planning, analytical & problem solving skills.
* Negotiation and up-selling skills;
* Good computer skills and math skills;
* Fast learner and quickly pick product descriptions and key selling points;
* Good driving skills;
* Anticipate the needs and act appropriately in a fast paced environment;
* Practical, flexible and innovative approach to work;
* Multi tasking and good time management skills with the ability to prioritize the task.
* Team player and leadership skills.

**PERSONAL DETAILS**

Date of birth : 24 November 1985

Marital status : Married

Nationality : Indian

Visa status : Visit Visa Valid till 9th October

Languages : English, **Arabic (Fluent)**, Hindi, Malayalam.

**Driving License : Saudi License and Indian Heavy License**

**DECLARATION**

I hereby declare that all the particulars furnished above are true and correct. I Promise that I will do my best, if you give a chance in your reputed concern.

**USMAN**