** CURRICULAM VITAE**

**SUNIL**

**Sharjah -United Arab Emirates**

***Email:*** ***sunil-396298@2freemail.com***

**Objective**

Seeking a challenging and career oriented Position in Administration & Marketing

**Education Qualification:**

Higher secondary from West Bengal Education Board.

**Work Experience:**

TELE COMMUNICATION company in Sikkim

Period : 03/03-2016 – 2019

SALES PROMOTER / TEAM LEADER

Responsibilities:

* Responsible for coordinating with the existing dealers of the company.
* Updating dealers about the change in product price and new product launch.
* Meeting the existing customers.
* Meeting the new target customers and converting them into customers.
* Solving the problem and queries of existing dealers and customers.
* Searching for new dealers.
* Giving all the details of the company to the upcoming dealers and explaining them policies for the dealership.
* Organizing events at the dealers place to attract more customers.
* Meeting dealers on daily basis and helping them in finding customers.
* Making daily call reports and sending them to the seniors.
* Attending meetings and monthly closing at district office.

in Chennai

Period : 18/03/2014 to 30/03/2016

**PHYSIO THERAPY / HAIR DRESSER**

Responsibilities**:**

* *Maintaining a clean and tidy salon*
* *Washing and conditioning clients' hair*
* *Reception duties*
* *Stock rotation and ordering supplies*
* *Washing and conditioning hair*
* *Perming techniques*
* *Cutting and styling*
* *Colouring hair*
* *Greeted customers with a calm and attentive manner and escorted them to treatment rooms*
* *Stocked the front desk with clean spa towels and collected used linen after treatments*
* *Replenished drinking water on an hourly basis and carefully set up treatment rooms before each appointment*

**Personal Details:**

Date of Birth : 01/06/1992

Nationality : Indian

Marital Status : Single

Sex : Male

Visa status : Visit Visa

**Languages:**

Hindi : Mother Tongue

English : Good

Nepali : Good

**Other Skills:**

Possess excellent telephonic, problem solving and customer service skills

Excellent listening, multitasking and organizational skills.

Customer oriented with excellent communication skills.

Ability to interpret information in a clear and accurate manner.

Skilled in handling and maintaining office equipment and systems

Pleasing personality.

Additional Information

am willing to learn and confident of mastering any subject that is to be learned as a part of the job and I wish to transfer my life and looking forward a challenging ,intellectually and demanding career.

I hereby declare that the above information is true to the best of my knowledge and belief.

**SUNIL**