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| **Objective:** |

* To secure a responsible and a challenging position with a progressive company that would provide me with an opportunity to discover and learn efficient dexterities in the arena of management from your esteemed organization, which will contribute towards the growth of the establishment whilst achieving personal growth and career advancement.

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| **Professional Experience:** |

* **Senior Sales Executive: NUTRICIA CO. [DANONE Group Of Companies] Riyadh, Saudi Arabia, From Jan 2007 till Apr 2014.**
* **Sales Executive:** **Universal Trading, Bengaluru, India, From Feb 2006 till Jan 2007.**

**Position: Senior Sales Executive**

**Job Responsibilities:**

* Research and propose new products & services of enhancement to existing products which includes implementation, operations, support, marketing and sales.
* Manage staff and ensures they understand requirements of the job, and maintains good communication between product management & other departments.
* Ensuring the products and services meet the revenue and volume targets and assuring high quality customer services are rendered.
* Responsible for identifying training needs for employees, planning, assigning, and directing work, appraising performance, addressing complaints, resolving problems and is responsible for the overall direction of the service.
* Preparing daily and monthly reports, statistics about corresponding sales and performances and to initiate new or renewing agreements with all concerned customers.
* Preparing marketing plans and campaigns & create and modify target market profile.
* Coordination with management about sales, targets and whatever involved in the development of business.
* Responsible for organizing and coordinating many successful events in business by possessing exceptional presentation skills for presenting projects, proposals, demonstrating and seminars for any event of sales, meeting and gathering.
* Having excellent Public Relations skills and perfect public speaking skills acquired through the customers interactions with the different people of different countries.
* Create and Manage satisfied and loyal customer Network.
* Coordinate the Daily deliveries and solve the day to day customer issues.
* Monitor Over dues, Credit notes and payments.
* Full support given to the superiors and colleagues in the day to day business activities.
* Supervise and analyze the performance of the sales staff and the merchandiser based on their assigned product and given target.
* Following up on customers’ requests / complaints; ensure our customer remains satisfied.
* Achieve sales target & handled business and product development.
* Tapped new markets to promote products & services with active participation in promotional campaigns.

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| **Educational Qualifications:** |

* **PUC [Pre University College]: Completed PUC in SNGEM PU College, Mangalore, India.**
* **DCA [Diploma in Computer Applications]:1st Class Honor in Karnataka Polytechnique University, Mangalore, India.**

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| **Technical Knowledge:**  |

* Knowledge and experience on generating manual reports on MS office/Excel.
* Willingness to work a 24/7 support environment, work on weekends, holidays and on-call support.
* Experience and ability to conduct internal training sessions, presentation.
* Available to start immediately to take hand-over and in-house training.
* PC Knowledge: Excellent computer literacy for Excel, Word, pdf creation and PowerPoint.
* High level of customer service orientation, team work and co-operation, organizational commitment

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| **Personal Details:** |

Nationality : Indian

Gender : Male

Married status : Single

Languages Known : English, Arabic and Hindi

**Summary:**

Armed with good technical knowledge after the completion of the degree in Diploma Of Computer Applications, active in extracurricular activities, hardworking, results oriented, diligent, team player, eager to face challenges, excellent communication skills, critical thinker, enjoy working under stress.

**References:**

References shall be provided on request.

**Declaration:**

I hereby declare that the details provided are true to the best of my knowledge.