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**SAPNA**

**Email** : [sapna.139091@2freemail.com](mailto:sapna.139091@2freemail.com)

**Visa Status** : Employment Visa (Jewel Trading L.L.C.), Dubai, UAE.

**Designation** : Sales executive

**Profile** : Work experience since 2014 in the field of Silver, Gold & Diamond Jewellery sales, team of sales staff, looking after stock movement & barcoding of each and every item, conversation with local and foreign customers, also having experience of bulk sales of silver ornaments and other silver items in wholesale.

**Education Qualification** : H.S.C. RBSE Rajasthan (English Medium)

2 YRS Diploma in Fashion Designing from NIFD (Surat)

Completed a short computer certified course on basic Microsoft

office application.

**Working Experience:**

**Dubai Experience:**

**Organization** : Jewel Trading L.L.C. (Dealing in Silver, Gold & Diamond Jewellery)

* Maintaining the stock movement in software.
* Accounting for sales by issuing bills to customers.
* Physical verification of the stock and comparing the same with the accounting balance and reporting the shortage/excess report.
* At the end of the day verifying cash collection with the system and depositing the same in the bank.
* Dealing with the customers.
* Reporting daily the stock movement and sales to the head office in MS-Excel.

**India experience:**

**Organization** : NIFD (National Institute of Fashion Designing) Surat.

Tenure: 2 yrs. (Jan 2010 – Dec 2012)

Position: sales coordinator cum office assistant.

**Responsibilities**:

* Directing customers with the help of brochures, providing solutions if the customer is standard towards various designs and color selection.
* Updating customer information to achieve targets and making follow-up calls towards orders from customers.
* Giving information about various fabrics available in the store and helping customer and making order and selection.
* Informing the customers about the recent offer, so they are satisfied with our executing excellent customer service and monitoring calls.

**Organization** : RD Tours & Travels (Ajmer)

Tenure: Feb 2013 – Jan 2014

* Received and acknowledged customer phone calls.
* Making calls as per requirement of internal staff.
* Attended to visitors queries.

**Organization** : Axis Bank (Ajmer)

Tenure: April 2014 – Sept 2014

* Account opening department.

**Computer knowledge :** MS Office & basic of Tally ERP 9.0, well grip on Visual

ACE software speciallyprepared forGold and Silver

shops in Dubai.

**Personal Details:**

**Date of Birth** : 14th September 1992.

**Marital Status** : Single

**Hobbies** : Reading books & Listening Music, Interacting with new Peoples.

**Religion** : Hindu.

**Nationality** : Indian.

**Language Known** : Hindi, Sindhi, Gujarati & English.

**Reference** : As per required.

I hereby declared that above mentioned details are true and correct to the best if my knowledge and belief.

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**SAPNA TILWANI**