**Gulfjobseeker.com CV No:** **12672**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

# <http://www.gulfjobseeker.com/feedback/submit_fb.php>

## Professional Biography

An enthusiastic team player having over 10 years experience in Retail Sales with extraordinary excellent Sales, Marketing, Administrative, Managerial, Information Technology and Visual Merchandising skills. Worked in extremely challenging situations and environments and proved myself with high confidence.

# Objective

To find a challenging position that could utilize my educational qualifications, work-related experience, acquired capabilities and with the opportunity for professional growth based performance and career development.

## Professional Experience

**Presently working as Retail Sales Associate with Targus from April 2013 till date.**

## Responsibilities

▪ Visual Merchandising

▪ Coordinating with distributor and retailer for stock orders.

▪ Making Sales Projects and targets.

▪ Surveying the I.T. Market of various running products in order to improve standard of our products and competitive sales price.

▪ Having good relationships with all Managers in every outlet worked.

▪ DSF, GITEX Summer and other promotions with 100% success.

▪ Analyzing different products of all brands in the market and setting sales price for our brand products.

▪ Designing and submitting weekly, monthly different reports.

▪ Planning for launching new products.

**Worked with PC International, Jebel Ali Free Zone, Dubai from November 2001 to December 2007 as follows:**

**November 2001 to November 2003 as Secretary/Receptionist/Hardware Engineer/RMA Assistant at PC International, Jebel Ali Head Office.**

**Responsibilities**

Secretarial Works of the office and directly interacting with LG Electronics RMA Department, Logistics Department and other resellers and suppliers. Also Handling Reception, Assembling Laptops/Desktops including Hardware/Software installation, Assisting RMA department which includes replacements of defective hardware and acquiring Credit Notes and preparing Credit Notes.

**December 2003 to December 2007 as Sales Representative at PC Brothers, Dubai.**

##  Responsibilities

Taking care of LG IT Products sales such as LG Note Books, Desktop Systems, LCD Monitors, Optical Devices in Carrefour Hyper Markets, Hyper Panda, Geant Hyper Market, Plug-ins, Jacky’s Electronics, Jumbo Electronics, Sharaf DG, Emax, Compu Me, Radioshak and other Electronic Showroom outlets in the U.A.E.

**Worked as Sales Representative with Grand Stores, Dubai from March 2008 to March 2013.**

## Responsibilities

▪ Selling MSI Notebooks, Epson Printers, Sandisk and Lexar in different power outlets in the U.A.E.

▪ Also have experience of selling Packard Bell Notebooks/Desktops.

## Academic Qualification

* Bachelor of Science from Osmania University, Hyderabad-India with First Division in the year 1997.

**Subjects**

Mathematics, Electronics and Computer Science.

## Technical Qualification

## Higher Diploma in Software Engineering from APTECH, Hyderabad-India in the year 1998.

## Diploma in Computer Hardware Engineering from Al Usood Computer, Dubai-U.A.E. in the year 1999.

## Technical Skills

## Operating System : MS-Windows 98/2000/XP/Vista/7/8 & Android

Packages : MS-Office 98/2000/2003/2007/2010

Application Packages : MS-Visual Basic, Developer 2000

RDBMS : Oracle, MS-Access

Hardware : Hardware/Software Installation, Trouble Shooting & Networking

Typing : English Typing with 45 wpm & Arabic Typing 30wpm

 **Other Skills**

* Managing Office environment.
* Planning and Implementation of Projects.
* Sales Coordination with higher authorities.
* Documentation & office correspondence.
* Have ample exposure to accounts & credit control.
* Invoice handling and quotations.
* Ability to manage time effectively in order to meet schedules and deadlines.
* Ability to work independently as well as in a team environment.
* Good communication skills, both oral and written.
* Able to adapt to changes (Flexible).
* Hardworking, cooperative, motivated and positive attitude
* Works with minimal supervision.
* Competence in the use of computers.
* Excellent public relations.
* Conscientiou*s* and Detail-Oriented Person.
* Good in handling Customer Relation (Customer Focus).
* Records Administration.
* Database Maintenance (Encoding and Filing).

## Personal Profile

Nationality : Indian

Date of Birth : 19 October 1974

Marital status : Married with 2 child

Languages : English, Hindi, Urdu, Arabic