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# Career Objective:

To seek a key position in a challenging and stimulating environment envisaging personal growth and career development associating with an organization that provides the right atmosphere and motivation for learning and professional growth.

# Personal Attributes:

A result oriented self-starter, flexible and effective communicator, problem solver with ability to focus on solutions, proactive and always challenging current procedures with commitment and dedication.

#  Professional Experience:

**INDIA**

**At present I am working with one of the leading co. FURNITURE CONCEPTS INDIA LTD.In Mumbai as’Assistant Manager’ [Sales] ‘At Santacruz [west] Mumbai. From May, 1991 to July 1998.And June 2011 to till present.**

* Manage 4Showrooms in Mumbai. With twenty people in Sales Team.
* Arrange training programs in Showroom and Developments.
* Meet Customer and understand their need.
* Suggest option as per their requirement.
* Call customer for discussion and finalize order.
* After Finalization of order make work sheet and explain to Carpenter Supervisor.
* While furniture in production visit Factory and check exactly as per customer requirement or not.
* Arrange payment from customer and fix delivery schedule.
* After delivery To satisfy customer visit their site and check work is completed properly.
* Help Sales Associate s for their customer.
* Arrange showroom and Looking after Inventory in the showroom. Looking after incoming and outgoing of Deliveries.

# Professional Experience:

**KUWAIT**

**Worked as** Sales Associates/cashier **with M.H.Alshaya Co. Kuwait. From August 1998 to December, 2001.**

* Assisting customer on sales floor.
* Worked as cashier and report to head Cashier.
* Make proper display on sales floor.
* Inventory and pricing on sales floor items.
* Coordinating with Sales and Warehouse.

**KUWAIT**

**Worked as** Sales Associates/cashier/inventory/warehousing **With Al-Sayer group of Companies, Kuwait [Sales, Cashier and Inventory] From January, 2002 to February, 2005.**

* Customer Service and cashing the goods.
* Looking after incoming and outgoing items from showroom.
* Items ordering .Receiving from warehouse
* Inventory and pricing and putting in system.
* Coordinating with Sales and Warehouse.
* Yearly Inventory in stores.
* **Special Authorization to handle PWC Warehousing Activities like Exceeding System.to moniter incoming warehouse goods.**

**KUWAIT**

**Worked as ‘Administrative Officer’ from January,2005 to February,2011, for very famous brand 'Giorgio Armani ' [Armani Casa/Armani Fiori/ Armani Dolci]With Company based in Kuwait [Al-Bassamiah General Trading and Contracting Co]**

* Manage Back office and Showroom Sales.
* Contacting supplier in Italy.
* Items ordering .Receiving at warehouse.
* Inventory and pricing and putting in system.
* Coordinating with Sales and Warehouse.
* General Accounting in showroom. Including daily expenditure and Petty cash.
* System Administration.
* Coordinating with Operation Manager.
* Overall looking after staffs.

# Academic Credentials and IT Skills:

* First Class Diploma in **Sales and Marketing Management** from All India Institute of Management Studies [AIIMS]
* First Class Post Graduation **DUAL SPECIALISATION** Diploma **M.B.A**.[Marketing Management and Human Resource Management] from All India Commercial Association [AICA] .
* Diploma in **Computer Data Entry** with Basic Computer Skills. Operating System Knowledge Great Plains Sales and Inventory Software.

# Personal Details:

Date of birth : 25-11-1968

Nationality : Indian

Marital status : Married

Languages known : English, Hindi, Marathi, and **Arabic (Average)**

Reference : Available on request

# Awards:

Mother care **Customer Service Award** 1998-99 M.H. Alshaya Co.W.L.L. Kuwait

# Training Attended:

**‘Serving for future’** at Furniture **Concepts India Ltd**. 1996. **INDIA.**

**‘Serving to Scuceed’** atM.H. Alshaya Co.W.L.L. Training Center 1998. **KUWAIT.**