**Gulfjobseeker.com CV No:** **1360374**

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Career Objective:

To secure a career in a Business Development, & Customer Service in a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company’s growth objectives, develop my career and excel in the related field.

**Work Experience**

**➢ Worked as Customer Care Executive at Spectrum power product at from April 2012 till April 2013**

**Key Responsibilities**:

•Responsible for greeting, instructing, directing and scheduling patients and visitors.

•Handle responsibilities of providing factual information to customer when entering to the showroom.

•Perform transmittal of paperwork to appropriate customer in different areas.

•Responsible for clearing doubts to customer about the product.

•Collecting data and information about price of the product.

•Responds to customer requests, questions regarding services, products and account information.

•Analyzes and rectifies customer concerns using established procedures.

•Develops policies, procedures to promote establishment and maintenance of meaningful communications between customer.

•Initiates steps to improve the departmental functioning.

**➢ Worked as Branch Manager at Same company from May 2013 till present**

**Key Responsibilities**:

•Responsible for well handling With Customers, giving Well Demo as Per Product etc.

•Listening to customer requirements and presenting appropriately to make a sale.

•Responsible for monitoring sales levels and patterns on a weekly and monthly basis to identify and predict any potential problems.

•Gathering market and customer information.

•Feeding future buying trends back to employers.

•Attending team meeting and sharing best practice with colleagues.

•Challenging any objections with a view to getting the customer to buy.

•Achieving targets and sales quotas consistently.

**➢ Worked as Accountant at Al Ameen Super Market from July 2011 till March 2012.**

**➢ Career achievement**

•Awarded as Best Customer Care Executive.

•Awarded as Best Branch Manager.

•Awarded as the best business maker for 6 times

•Awarded as Smart and Punctual Employee.

➢ **Educational Qualification**:

•B Com-(Co operation) in 2013 from Kannur University, Kerala.

•Diploma in Indian and Foreign Accounting(IAB certified).

•Higher Secondary in Kerala State Education Department..

•S.S.L.C in Educational Department of Kerala.

➢ **Computer Skills**:

•MS –Office ( MS- Word, MS- Excel, MS- Outlook Express and MS-Power Point).

•Tally ERP9

•Peachtree

•Quickbooks

➢ **Interpersonal Skills**:

•Efficient and Flexible.

•Management Skills and Analytical Abilities.

•Passionate to work hard with complete dedication

•Positive Attitude and Self-Confident.

➢ **Personal Details**:

•Date of Birth              :   12 May 1993

•Passport Expires        :  03/10/2023

•Visa satatus : Visit Visa

•Marital status             :   Single.

•Nationality                 :   Indian.

•**Languages known**     :   **English, Hindi and Malayalam**