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| **Personal Profile:** |
| A hard working, well-organized, result-oriented professional with over 10 years of experience in sales. Highly motivated, focused, Russian knowing, self-disciplined and adept at assessing customer needs and offering creative solution. |

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| **Objective:** |
| To join a visionary, high growth, innovative, empowering firm, which ensures constant learning opportunities. A career with enough challenges and opportunities to prove my capabilities to achieve the goals of the organization. |

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| **Experience:**  |
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| **Duration****Company****Position** | **November 2013 - Current****SOUQ.COM - United Arab Emirates.****Logistics Executive*** Responsible for handling independent retail outlet at reputable locations.
* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labeling products before they are dispatched.
* Helping to ship out over 5000 orders every day.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Welcoming and helping clients who visit the branch.
* Contacting transport companies and coordinating dispatch and delivery with them.
* Supervising the work of junior staff.
* Ensuring a clean and safe workhouse for staff to work in.
* Using Mechanical Handling Equipment i.e. fork lift trucks  to move goods around.
* Monitoring stock levels.
* Moving items through the warehouse from receipt to dispatch to customers.
* Accurately updating all data into computer and manual recording systems.
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| **Duration****Company****Position** | **January 2010 – March 2013****Marina Gulf LLC - United Arab Emirates.****Senior Sales Executive*** Responsible for selling of different types of Arts & Crafts, Furniture, Carpets and other accessories.
* Attending to customer orders & inquiries and relating the same with the inventory
* Ensuring streamlining with the sales stock and the production unit
* Ensuring full customer satisfaction for delivery of the sales goods
* Customer oriented with good communication and interpersonal skills
* Responsible for collection of payments
* Perform other additional responsibilities as assigned by the store or counter manager
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| **Duration****Company****Position** | **Dec 2007- June 2009** **Jessop Art Gallery, Mauritius** **Sales Executive** * Responsible for selling of multi products like Marble Inlay, Carpets,

 Precious & Semi-Precious stones, Sterling Silver, Carpets, Shawls, Dress Materials,  * Responsible for taking care of stocks
* Providing a full demonstration and complete information to customer

 about the product* Responsible for cash Handling
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| **Educational Qualification** | 1. **Secondary School Certificate**

 Jammu & Kashmir Board of School Education 1. **Certificate Course in Computer Applications**

 Modern System Technology |
| **Personal Abilities** | * Excellent Positive attitude and a good team player.
* Easily adjustable to any work environment and flexible working hours.
* Enthusiastic and believe in quality work.
* Able to work under pressure.
* Hardworking, energetic and creative.
* Good problem solver.
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| **Awards** | * Won top sales executive of the year at Marina Gulf.
* Won several appreciation awards at Souq.com
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| **Personal Information:** |
| **Languages Known** | English, Urdu, Russian & Hindi |



**Gulfjobseeker.com CV No:** **1509822**