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|  CURRICULAM VITAE **Professional Summary:**To succeed in an environment of growth and excellence and work in an organization which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.**Executive Summary:*** A dynamic professional with overall 1 year of experience in Sales marketing Cashier.
* Worked at D ­-MENU, Bangalore, Karnataka, India. As Sales Marketing from June 2014 to May-2015
* A dynamic professional with in one year of experience in sale's executive.
* Worked at Sterling Agro Product Processing pvt ltd Bangalore, Karnataka, India. as an sale's executive June- 2011 to july-2012.
* A dynamic professional with part time job overall 2year of experience in Hotel front desk Receptionist.
* Worked at Hotel Samarth Sirsi, North kanada, Karnataka, India. As an hotel reception manager from sep-2012to may-2014.
* An effective communicator with excellent relationship building & interpersonal skills.
* Strong analytical, problem solving & organizational abilities with a flexible & detail oriented attitude

**Academics:**

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| --- | --- | --- | --- | --- |
| **Academic Course** | **University or Board** | **Main subject** | **Year of passing** | **percentage** |
| **SSLC** | Union high school Sirsi. | ------------ | 2008 | 58% |
| **PUC** | Iqra pre university college Sirsi. | Commerce | 2010 | 72% |
| **Degree in BBA** | Karnataka university of Dharwad. | Marketing Management | 2014 | 58% |

**Professional Experience:****1. Job Title :- Sales Marketing Cashier** **Company :- D-Menu Designing product retail service -**  Bangalore **Duration :- June-2014 to May-2015****Job Profile*** Reconciliation of day to day revenue with Cash box.
* Preparation of yesterday cash sales & Span Sales and deposit Cash to bank.
* Petty cash payment as per the guidelines of Branch manager.
* Generating Various Sale reports and send to Services office
* Reconciliation of Cash deposit Vs acceptance
* Keeping and maintaining various records like manual bill books, etc for audit
* Handling Customer issues
* Maintaining store administrative works
* Planning & Organizing of marketing & promotional activities in store level
* Giving support to operations team to improve sale

 **2. Job Title :- Sale's Executive** **Company :- Sterling agro product processing pvt ltd -**  Bangalore **Duration :- June-2011 to july-2012****Job Profile*** Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc.
* Record sales and order information and report the same to sales department.
* Developing the product awareness to the customer.
* Meeting up the clients and giving presentation about the products.
* Visit potential customers for new business.
* Provide customers with quotations.
* Negotiate the terms of an agreement and close sales.
* Identify new markets and business opportunities.
* Doing cold call and fixing appointment with the clients and meeting them.
* Doing regular follow- up with the clients for the orders.
* Handing the delivery part, whether the material is delivered to the client site.
* Submitting the invoice and delivery note and taking up the signature on DO of client and collecting cheque.

**3. Job Title :- Hotel Receptionist.** **Hotel :- Karnataka** **Duration :- Sep-2012 to May-2014****Job Profile*** Dealing with booking by phone, e-mail, letter , fax or face to face.
* Completing procedures when guests arrive and leave.
* Choosing rooms and handling out key.

**IT SKILLS*** Well versed with Windows 98 / XP, MS Office, the Internet and MS Excel.
* Tally-9.0
* Java, visual Basic, Etc.

**PERSONAL DETAILS** **Date of Birth : 21th July, 1992****Nationality : Indian****Marital Status : Single****Date of Expiry: 30th July, 2024****Language Known: English, Hindi, Urdu and Kannada, Arabic (reading & writting)**Description: \\FIPSSERVER\Public\7_Jesus\CV_Preview_Logo_Dec_2015.jpg**Gulfjobseeker.com CV No:** **1513308** |
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