**Objectives**

An enthusiastic, innovative and self-disciplined individual, seeking an opportunity to play a challenging & creative role with a commitment to company excellence.

**Personal Skills**

* Dedication to work and strive for goals in life.
* Good team player skills, ability to withstand pressure.
* Leadership and decision making capabilities.
* Flexible to work in different environment.
* Finely tuned analytical and research skills.
* Good oral, written communication and presentation skills.
* Well organized and proficient with details.
* Fortitude forbearance and patience.
* Languages Known: English, Arabic, Urdu, Hindi, Assamese & Bengali.

**Professional Experience**

* **Four years working experience with Surrati Perfumes in Makkah and Madinah as a showroom in charge**

**Job Responsibilities**

* + Maintain customer database record and document financial transactions of the store.
	+ Handling store activities and staff and tracking their activities on the floor.
	+ Inform ing customers about new events in the store.
	+ Maintaining good & strong relationship with customer to make them happy and permanent customer for the store.
	+ Briefing the staff about the daily activities.
	+ Checking grooming and other essentials of the staff on regular basis.
	+ Sending daily reports to the administration and accounts of total sales and GDP.
	+ Maintain the shop account and deposit the cash to the company account daily basis.
	+ To promote the new products and keep a track on activities of store and informing to department in need.
	+ Maintaining record of promotional schemes of the store.

**Two years working experience with Ajmal Perfumes as Sales Executive & as a cashier.**

**Job Responsibilities**

* To sale the products and handling customer promptly and efficiently.
* Maintaining customer details and attending customer personally in their staying hotels.
* Looking after customers query personally as well as on telephone.
	+ Follow up customer regarding sales problems and payment & personally attending the prospective customers.
	+ Handle the cash and deposit the amount to bank.

**One year working experience in a Computer Showroom as Showroom Sales personnel.**

**Job Responsibilities**

* Attending the customers promptly and sell the branded and Assembled computers and accessories.
* Looking after customers query personally and follow up with old customers regarding their PC problems.

**Educational Qualification**

Bachelor of Arts with major in Economics from Guwahati University (Assam) in 2006

**Computer Proficiency:**

**Database** - Tally, MS-office, Multilingual D.T.P

**Platforms -** All Windows Platforms: 98, 2000, XP, Windows 7, Windows 10.

**MS Office -** Word, Excell, Power Point

Microsoft Certified System Engineering (MCSE)

Cisco Certified Network Associate (CCNA)

Hardware & Networking

Six Month Certificate in Web Application (CWA)

**Achievements & Extra Curricular**

**CERTIFICATE IN SALES MANAGEMENT** from Ajmal Foundation, A reputed non govt Organization (NGO) run by Ajmal Perfumesand achieved 2nd rank.

**Strengths**

Enthusiastic to learn, Self-motivated, flexible at work, Task Oriented, and Team Player.

**Personal Details**

Nationality Indian

Gender Male

Date of Birth 31-12-1982

Religion Islam

Status Married

**First Name of Application CV No:** **1673010**

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