

**Shayam**

**Shayam.363282@2freemail.com**

Dubai-United Arab Emirates

**PROFESSIONAL PROFILE**

A highly motivated **Sales/Administrative** professional having more than **5 years’experience** in UAE, who believes in constant learning to upgrade and enhance professional skills that can deliver exceptional customer service and work ethics. Seeking a challenging career position in a prestigious organization that can optimally utilize my experience, skills, and education for the mutual benefit and growth.

**SKILLS PROFILE**

* Excellent customer service skills, that makes long term professional trust and relationship among clients.
* Greeting customers, delivering world class shopping experience by making them feel comfortable to choose the right product and service.
* Excellent communication skills in English.
* Excellent skills in marketing and sales in retail environment making a lasting impression on customers. Good demonstrated skills in vendor management that can create a healthy supply chain cycle.
* Showed flexibility in working well in cross-functional teams even under pressure with a good sense of urgency to complete multiple tasks within strict deadlines.
* Successfully carried out job profile in a consistent manner and continuously working towards the company’s objectives and goals that helped maintain level of competency

**EXPERIENCE SNAPSHOT**

**MERCHANDISER/SALES** **FEBRUARY-2011- SEPTEMBER-2011**

PEPSICO INDIA HOLDINGS PVT LTD PALAKKAD-KERALA (INDIA)

**SALES EXECUTIVE** **APRIL-2012- JANUARY-2015**

PROTEAM EUROPA MIDDLE EAST LLC-DUBAI (UNITED ARAB EMIRATES)

**SALES EXECUTIVE**

 **FEBRUARY-2015- TILL NOW**

AL AWAI ELECTRICAL POWER EQUIPMENT INSTALLATION LLC (UNITED ARAB EMIRATES)

**DUTIES & RESPONSIBILITIES**

**SALES**

Able to do repetitive and mundane administrative tasks.Highly efficient in the use of Microsoft Outlook, Excel and Word Handle large amounts of paperwork and data.

Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.

Communicate clearly with work colleagues using emails etc. Quickly learn about new in house database systems.

Find and obtain information and documents quickly. A methodical approach.

Strong communication skills, both verbally and written.Excellent attention to detail.

Strong numeracy skills.

Good typing and note taking skills i.e. a minimum of 30 words per minute.

**SALES MERCHANDISING**

Planning product ranges and preparing sales and stock plans in conjunction with buyers; Liaising with buyers, analysts, stores, suppliers and distributors;

Maintaining a comprehensive library of appropriate data;

Working closely with visual-display staff and department heads to decide how goods should be displayed to maximize sales;

Producing layout plans for stores, sometimes called 'statements';

Forecasting profits and sales, and optimizing the sales volume and profitability of designated product areas;

Planning budgets and presenting sales forecasts and figures for new ranges; Controlling stock levels based on forecasts for the season;

Using specialist computer software, for example to handle sales statistics, produce sales projections and present spreadsheets and graphs;

Seeking out new business and establishing new business relationships

**EDUCATIONAL QUALIFICATIONS**

**BACHELOR OF BUSINESS ADMINISTRATION – CV RAMAN UNIVERSITY, BHILASPUR- INDIA.**

**HIGHER SECONDARY EDUCATION – K.P.R.P.H.S.S, KERALA- INDIA.**

**HIGH SCHOOL EDUCATION– PANDIT MOTILAL GOV.HIGH SCHOOL-KERALA-INDIA.**

**I.T EXPOSURE**

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Enterprise Applications : Accounting software like TALLY ERP9,PEACHTREE

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General Applications : Windows, MS office, MS word, MS Excel,Outlook,Internet& E-mail

**LANGUAGE PROFICIENCY**

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| ENGLISH | - Proficient(Read, Write, Speak) |
| HINDI | - Proficient(Read, Speak) |
| MALAYALAM | - Expert (Read, Write, Speak) |
| TAMIL | - Proficient (Read, Speak) |
|  |  | **PERSONAL DETAILS** |
| **Date of Birth** |  | **- 27th October 1991( 25 Years old)** |
| **Sex** | **-** | **Male** |
| **Religion** | **-** | **ISLAM** |
| **Nationality** | **-** | **INDIAN** |
| **Marital Status** | **-** | **Single** |
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