**Manpreet**

[**Manpreet.380150@2freemail.com**](mailto:Manpreet.380150@2freemail.com)

**CAREER OBJECTIVE**

To identify a challenging position and be an integral part of an organization, wherein, I wish to consolidate upon my experience, which I have acquired through my career and contribute towards the organizational growth.

**EDUCATION**

**2014-2017** Bachelor of Commerce, **Delhi University, India**

**2011‐2014** Diploma, **NIIT, India**

**PROFESSIONAL EXPERIENCE**

**July 2017** **Al Rama International Trader UAE- DUBAI**

***Sales-Marketing & Currently Cashier in (BVM) Group***

* Strong decision-making power.
* Work Confidently within a group or Team as a member or Team Leader
* Able to Express my Ideas clearly and confidently at any stage.
* Analysis internal and external factors effecting the organization growth.
* Gathering information systematically to establish fact & principles for Problem solving
* Manage time effectively, prioritizing tasks, ability to work under pressure.

**Apr 2014 -April 2017 Saluja Interiors**

***Business Analyst***

* Problem solving and making smart decisions to ensure best optimum sales in the region.
* Follow up with payments and orders.

**Jun - Dec 2013** **Chanson Limited.**

***Sales and Marketing Executive***

* Building an in-depth understanding of the events to cater the best service.
* Preparation of Quotations and related documents

**Jan - May 2012** **Ingram Micro**

***Sales Executive - Apple***

* Provided operational support in the progress of event projects.
* Assist in preparing the venue for the specific program performances/exhibitions and corporate sales.

**Sep - Dec 2011** **Sai Infotech**

***General Sales Handling***

* Establish commercial arrangements as a foundation to long-term partnerships with merchants
* General office management.

**CONTACT DETAILS**



**PERSONAL DETAILS** Nationality: Indian UAE visa: Employment Driving license: UAE D.O.B: 17/May/1992

**LANGUAGES**

**English**: Fluent

**Hindi**: Fluent

**Punjabi:** Fluent

**COMPUTER SKILLS** Software: MS Office

(Word, PowerPoint, Excel), MS VIsio; Sony Sound Forge; Adobe Photoshop; Zoho CRM; IBM SPSS

**SPORTS/HOBBIES** Travelling,

Photography, Badminton and Table Tennis are my favorites