***Email id***

***Froes.382148@2freemail.com***

***PERSONAL DETAIL***

***Date of Birth : 23 Nov 1993***

***Gender : Male***

***Marital Status : Single***

***Nationality : Indian***

***PASSPORT & visa***

***Visa Status : EMPLOYMENT VISA***

***ACADEMIC QUALIFICATIONS***

***B.B.A (BACHELOR OF BUSINESS ADMINISTRATION)***

**Bharathidasan University, Trichirapalli, India**

***Higher secondary school certificate***

***Secondary school leaving certificate***

 ***Kassmiya higher secondary school , India***

 ***RESUME ***

***FROES***

 ***SALES PROFESSIONAL***

**OBJECTIVES:**

 *To obtain a responsible, a challenging position and to be able to share, improved and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically*

 ***QUALIFICATIONS:***

* *Possess excellent monitoring and supervisory skills Know how to influence others, motivate them and also get the best out of them.*
* *Have high standards of work procedures, dress, grooming, punctuality & attendance.*
* *Always polite and helpful with work colleagues, managers and clients.*
* *On a personal level, she excels at making logical, intellectual and critical decisions .*
* *Possess excellent telephone etiquette and able to communicate with decision makers.*
* *Writing up accurate and grammatically correct sales correspondence.*

 *Accurately calculating figures such as discounts, interest, commissions and totals*

* *Ability to handle multiple tasks with excellent organizational skills*

***PROFESSIONAL EXPERIENCE:***

***1.***Organization : Volkswagen Madras (KUN Capital Motors Private Limited),

 Annanagar, Chennai, Tamilnadu Designation : Senior Sales Consultant Duration : June 2014 to August 2015

1. ***2. FRESH FRUITS COMPANY GENREL TRADING LLC***

***2015- TILL NOW***

***SALES COORDINATOR***

***DUBAI,UAE.***

***Responsibilities****:*

* Welcoming and appreciating prospectus customers
* Talking with customers to understand their requirements and expectations of a car suggesting them an appropriate car model.
* Elaborating advanced features to customers using a layman's language avoiding the technical jargon
* Conveying the superiorities of that car model over others available in the same format Assuring them about the correctness of the price of the car by emphasizing its features Negotiating the price peacefully, but on a firm mental base
* Assisting them with information of the available finance options and relevant documentation
* *Preparing second delivery of spinney’s and Union co-op and arranging the vehicle for any returns items in the branches.*
* *Recording the attendance and overtime of Merchandisers on daily basis.*
* *Following after every merchandiser in Union co-op branches regarding receiving or returns status.*
* *Converting the Oman LPO to excel file for our order process and forwarding to MAKET and to LOCAL ITEMS.*
* *Forwarding the evening LPO order of Thimaar, Union co-op, CARREFOUR.LULU.*
* *Respond to online on telephonic queries*
* *Liaise between departments to provide support to sales activities*
* *Assess the progress of sales activities*
* *Assist in devising and implementing sales strategies*
* *Follow up on all inquiries and prepare sales proposals*
* *Perform DAILY sales reporting and analysis*

**AREAS OF EXPERTISE**

* ***Office procedures***
* ***Sales management***
* ***Lead generation***
* ***Staff supervision***
* ***Lead generation***
* ***Delegating tasks***
* ***Team meetings***

**TECHNICAL SKILLS**

* **Ms word ,XL**
* **MS Outlook,**
* **Typing**
* **Photoshop**
* **ERP SYSTEM**

***HOBBIES***

* **Listening to music**
* **Watching sports events**
* **Group activities**
* **Learning new language**

 **LANGUAGES KNOWN**

* **English ,**
* **Hindi**
* **Malayalam**
* **Tamil**
* **Arabic**

**STRENGTH AND SKILLS**

***Professional***

* *Customer service experience in an office setting.*
* *Can calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.*
* *Strong ability to multi-task, prioritize and execute.*
* *Ability to perform under pressure and stressful conditions.*

***PERSONAL***

* *Professional demeanor and attitude.*
* *A fast learner who can quickly understanding and articulate new technologies and processes.*

***DECLARATION***

*I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted.*