**CURRICULUM VITAE**

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**NAME : Balakishan**

**Email Id :** **balakishan.383058@2freemail.com**

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**Career objective:**

Seeking Suitable Position in Sales Executive

To work a progressive and professionally managed organization that offers excellent opportunities in utilizing my experience and skills to benefit the Organization’s clienteleChallenges are what I shall be seeking, a commitment shall be maintained to accomplish the goals set before me and an effort shall always be made to learn the necessary skill-set required to overcome hurdles in front of me.

**Working Experience:**

* Areej Securtech Trading LLC Dubai,UAE
1. **Years** As a**Sales Executive** since 2014 to 2016

**Job Profile:**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Answering queries from customers.
* Handling complaints or forwarding serious issues to the manager on duty.
* Accuately describe product features and benefits
* Working within established guidelines, particularly with brands.
* Follow all companies policies and procedures

**Working Experience:**

* Khansaheb Civil Engineering LLC Dubai, UAE

 5 Years As a**Document Controller**since February 2007 To March 2012 In UAE

**Job Profile:**

* Copy, Scan , Fax and store documents
* Check for accuracy and edit files, like contracts
* Review and update technical documents (e.g. manuals and workflows)
* Distribute project-related copies to internal teams
* File documents in physical and digital records
* Create templates for future use
* Retrieve files as requested by employees and clients
* Manage the flow of documentation within the organization
* Maintain confidentiality around sensitive information and terms of agreement
* Prepare hard and soft copy reports on projects as needed

**Working Experience:**

* HDFC BANK Sircilla Branch,Telangana,INDIA

1 Year As a Banking Sales 2013 to 2014

**Job Profile:**

* Meeting customers and opening their accounts (saving accounts, current accounts,fixed deposits, D-mat accounts
* Maintaining customer relations and directmarketing
* Two wheeler is must as it is a field sales job
* This job is on banks payrolls

**Academic Qualifications:**

* Bacholr DegreeB.Com (Kakatiya University, KarimnagarAndhra Pradesh – India) Year of 2002 to 2005.

* **Intermediate (+2) CEC -** (Kakatiya Junior College) Board of Intermediate Education Andhra Pradesh – India, in the Year of 2000 to 2002.
* **SSC (Matriculation)** – (ZPHS High School) Board of Secondary Education Andhra Pradesh – India, In the Year of **2000**

**Well known Languages:**

* English, Hindi, Telugu

**Technical Skills:**

* MS-OFFICE (Word, Excel)
* MS-Outlook Express
* Accounting Software: TallyERP9

**OperatingSystem:**

* Windows 7, Microsoft Office 07, Windows 08, Microsoft Office 10

**Brief Synopsis :**

* Possess excellent verbal and written communication skills
* Quick learner and ability to work under pressure
* Possess good management and organizational skills
* Good motivator, enthusiastic and open to learn new ideas
* Ability to handle multiple tasks

**Hobbies**

* Listening Music
* Browsing the internet

**Personal Details:**

 Name :Balakishan Asari

 Date of Birth :13th Oct1983

 Marital Status :Married

 Nationality :Indian

**Passport Details:**

Visa Status : Visit Visa

Place of Issue **:**Dubai

**Declaration:**

 I hereby declare that the above statements are correct and true the best of my knowledge and believe. I have the responsibilities for the correctness of the above mentioned particulars.