

**Niluka**

Email: [niluka-389247@gulfjobseeker.com](mailto:niluka-389247@gulfjobseeker.com)

UAE Visa Status: Visit

I am ambitious, highly motivated and energetic sales executive with excellent marketing and business development skills. Experience of managing sales and merchandising for established retail outlets, franchises and international brands. A results orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs. Over 8 years marketing experience of working in competitive industries and successfully identifying, developing and managing new business opportunities within these markets.

**CAREEAR OBJECTIVES**

To be a career oriented, self-motivated part of a leading company, Seeking a position as a Sale Executive where I will be able to provide to the company’s sales mission by offering a keen understanding of best sales practices and utilize my work experiences and skills for the success and growth of the company and willingness to learn new ideas to enhance my skills, knowledge and career.

**PROFESSIONAL EXPERIENCES**

**Electrical Engineering Assistant**

**Working as an electrical engineering assistant under an electrical engineer in Dubai, UAE carrying the following duties**

**Duties:**

* Handling emails & document related works
* Utilise Auto CAD software to check & prepare electrical drawings
* Utilise Microsoft Office Package for data entry tasks of documents
* Receiving calls from contractors & handling their inquires

**DUBAI, UAE**

**Sales and technical coordinator for Felix Security camera System products**

**Duties:**

* Responsible in generating of sales target to assigned showroom
* Promoting products and services to customers and negotiate
* Responsible for Product / Technical knowledge(CCTV, BIOMETRIC, ACCESS CONTROL, ALARM SYSTEM, ANTI-THEFT, GATE BARRIER, HOTEL DOOR LOCK SYSTEM)
* Negotiating with client and closing deals. Interact with client and complete understanding with their requirements
* Demonstration of products technically to the customer
* Responsible for all quotations from client’s web and mail inquiry using Microsoft Outlook
* Coordinate with technical issues, trainings and product knowledge
* Arrange site visit and request for Job Projects
* Follow-up clients and responding to client enquiries, walk in and dealers
* Handling/update the stock report and outgoing internal transfer/DO to each showroom
* Manage and daily use of **TALLY ERP** software for all transactions
* Responsible for incoming/outgoing shipments of stocks and segregates on each branches/showroom

**SRI LANKA**

**Sales Executive**

**Duties:**

* Listening to customer requirements and presenting appropriately to make a sale
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails
* Cold calling to arrange meetings with potential customers to prospect for new business
* Responding to incoming email and phone enquiries
* Acting as a contact between a company and its existing and potential markets
* Negotiating the terms of an agreement and closing sales
* Gathering market and customer information
* Representing their company at trade exhibitions, events and demonstrations

**SRI LANKA**

**Sales Coordinator**

**Duties:**

* Liaising with suppliers to check the progress of existing orders
* Checking the quantities of goods on display and in stock
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system
* Reviewing my own sales performance, aiming to meet or exceed targets
* Gaining a clear understanding of customers' businesses and requirements
* Making accurate, rapid cost calculations and providing customers with quotations
* Feeding future buying trends back to employers
* Attending team meetings and sharing best practice with colleagues

**SRI LANKA**

**Member of sales team**

**Duties:**

* Responsible in generating of sales target to assigned teams
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Challenging any objections with a view to getting the customer to buy
* Advising on forthcoming product developments and discussing special promotions
* Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer

**EDUCATIONAL QUALIFICATIONS**

**Academic Qualifications**

* Passed G.C.E A\L Examination 2007 Mathematics stream

**Professional Qualifications**

* successfully completed the Diploma in Business IT

**SKILLS**

* Competent in Microsoft Office Package and Auto CAD
* Knowledgeable in Operating System/ Software
* Above Average Typing Skills

**PERSONAL INFORMATIONS**

Date of Birth: Nov 01 1988

Nationality: Sri Lankan

Civil Status: Married

*I hereby certify that above information is true and honest to the best of my knowledge and promise to do my duties and responsibilities on what my capabilities can contribute to the entire management.*

*Thanking you in advance.*

**Niluka**