**CURRICULUM VITAE**



**ASHISH**

**Email :** [**ashish-393404@2freemail.com**](mailto:ashish-393404@2freemail.com)

**Dubai, UAE**

**CAREER OBJECTIVE**

I seek to join an organization, to accept challenging career in the field of Sales, Marketing and Merchandising to utilize my education and tested practical experience to the maximum by seeking wide exposure, responsibility and opportunity effectively. I wish to achieve the very best in every walk of my life for organizational and personal growth through individual effort and teamwork.

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| **EXPERIENCE** |  |  |
| ❖ **COMPANY** | **:** | **DUBAI, UAE** |
| **POSITION** | **:** | **WAREHOUSE ASSISTANT / TALLY CLERK** |
| **PERIOD** | **:** | **2014 to 2019 ( 5 YEARS )** |

**DUTIES AND RESPONSIBILITIES**

* + Receiving, processing, labeling, and storing incoming stock.
  + Maintaining clear records on all inventory and stock.
  + Inspecting all stock for damages and keeping records of damages.
  + Organizing the warehouse space.
  + Preparing orders for shipment.
  + Recording exact arrival and departure times for shipments.
  + Operating stock management tools; for example, a forklift.
  + Counting stock and keeping inventory records.
* Check all incoming materials or physical and electronic shipping.
* Provide input on tax documents.
* Do sorting and separation of purchase orders, as tax documents.
* Support the company's internal and external Logistics issues.
* Take inventory of the warehouse.
* Continuously identify, measure, and improve processes.
* Load, upload and shipping the inventories



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| ❖ **COMPANY** | **:** | **MUMBAI-INDIA** |
| **POSITION** | **:** | **DATA ENTRY** |
| **PERIOD** | **:** | **2 YEARS** |

**DUTIES AND RESPONSIBILITIES**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations

**DUTIES AND RESPONSIBILITIES**

* Present, promote and sell products/services using solid arguments to existing and prospective customers
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
* Establish, develop and maintain positive business and customer relationships
* Reach out to customer leads through cold calling
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Achieve agreed upon sales targets and outcomes within schedule
* Coordinate sales effort with team members and other departments
* Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

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| ❖ **COMPANY** | **:** | **MUMBAI-INDIA** |
| **POSITION** | **:** | **SALES MAN** |
| **PERIOD** | **:** | **1 YEAR** |

**DUTIES AND RESPONSIBILITIES**

* Present, promote and sell products/services using solid arguments to existing and prospective customers
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
* Establish, develop and maintain positive business and customer relationships
* Reach out to customer leads through cold calling
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Achieve agreed upon sales targets and outcomes within schedule
* Coordinate sales effort with team members and other departments
* Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

**EDUCATIONAL QUALIFICATION**

**+2 (HSC)** (From New English School and Junior College of Arts, Bhom, Ratnagiri, India)

**S.S.L.C** ( Passed from New English School and Junior College of Arts, Bhom, Ratnagiri, India)

**COMPUTER SKILLS**

* **MS OFFICE ( MS Word, Excel, Power Point )**
* **TALLY**
* **INTERNET Browsing & E-Mail**

**STRENGTH & SKILLS**

* Ability in making changes and working in a team and also leading the team.
* Exact decision-making, Ability to learn.
* Positive and practical approach with self-confidence for coordinating a team.
* Willing to learn.
* Ability to learn new skills and assume new responsibilities.
* Ability to work cooperatively in a team environment.
* Background check results satisfactory.
* Self confidence to great patience.
* Adaptability to change environment.
* Highly trustworthy, discreet and ethical**.**

**PASSPORT DETAILS**

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**PERSONAL DETAILS**

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|  | Date of birth | : | 02-01-1990 |
|  | Gender | : | Male |
|  | Nationality | : | India |
|  | Marital Status | : | Single |
|  | Language known | : | English & Hindi |

**DECLARATION**

I hereby declare that the above stated information is true to the best of my knowledge and belief.

**Dubai :** **ASHISH**