**Career Objective**

# Sunny

# Dubai, U.A.E

**E-Mail:** sunny-394760@2freemail.com

**Valid U.A.E Driving License**

To work for the company to the best of my ability through a challenging and rewarding job and to make significant contribution in achieving the business focus and mission of the company through my knowledge, experience and innovative thoughts.

**CORE COMPETENCIES:**

* Experience in handling sales team and monitoring new joiners.
* Exceptional customer relations with high quality work.
* Excelled in Handling Customer Queries.
* Experienced in Customers call handling.
* Experienced in Indoor sales out door sales and cold calling.

**Professional Experience**

**April’17 to Till Date**

**Sales Representative: Etisalat Channel Partner (U.A.E)**

**Company Profile**

It combines the best in technology and media, and we work with medium to large-sized businesses. Our cutting-edge products and services help improve the lives of millions of people. We have a passion for teamwork and we depend on our remarkable staff to help us with our continued success. Although we are a fast-paced environment, we offer substantial compensation packages and bonuses for jobs well done.

# Sales Representative Job Responsibilities and Duties

* + Produce new revenue by researching and analyzing potential prospects and sales options.
	+ Develop relationships with prospects and recommend solutions to improve their production through the use of your products. New leads may be generated through canvassing, coldcalling, partner relationships, and customer referrals.
	+ Meet sales revenue targets.
	+ Develop, implement, and maintain sales activities and plans.
	+ Build and maintain long-term relationships with current clients and their management teams by providing information, guidance, and support; recommending service and profit improvements; and recommending new opportunities.
	+ Lead and coordinate contract negotiations for a successful close.
	+ Prepare reports by analyzing and summarizing information.
	+ Mentor team members and teach improved processes in order to enhance staff accomplishments.

# Sales Representative Qualifications and Skills

* + Have a consultative sales approach
	+ Outstanding written and verbal communication skills
	+ Good presentation skills
	+ Strong analytical and problem-solving skills
	+ Ability to handle multiple priorities and work under stress
	+ Willingness and ability to travel 30-40% of the time
	+ Ability to work as a team

as a Supervisor

## June’14 – June’16

**Supervisor Job Responsibilities and Duties**

* + Recruit, train and supervise employees
	+ Assign responsibilities according to employees’ skill levels
	+ Discipline employees when the rules have been broken
	+ Encourage employees to always perform at their best and recommend workers for promotions when you feel they have been earned
	+ Maintain a safe work environment that adheres to all legal regulations
	+ Provide quality service to customers
	+ Create schedules and create new procedures as needed
	+ Oversee the budget, handle expenses and implement strategies for saving money

# Supervisor Skills and Qualifications

* + At least two years of retail experience
	+ Able to create a budget
	+ Verbal communication skills
	+ Ability to foster teamwork
	+ Able to delegate tasks
	+ Able to provide feedback

**June’13 – June’14**

* + Assembling computers and other basic software.
	+ Selling computers and giving best service to the customers.
	+ Providing the necessary solution at the right time.

as an Accounting and Supervisor

**June’09 – May’13**

Accounting Supervisor Job Responsibilities and Duties:

* + Recruit, orient and train new employees; design employee schedules and coach, mentor and discipline employees
	+ Contribute financial data to business plans, strategic plans and reviews as necessary to ensure they meet accounting operational standards
	+ Prepare quarterly and annual accounting reports
	+ Develop and monitor budget information for the accounting department; track expenditures and variances, and take corrective measures as needed
	+ Verify check amounts against invoices, and authorize checks and wire transfers to approve cash disbursements
	+ Audit transactions to approve ledger entries
	+ Keep sensitive information confidential, and follow internal measures for financial security
	+ Identify ways to streamline accounting operations and ways to improve the department

Accounting Supervisor Skills and Qualifications

* + Strong management and leadership skills
	+ Ability to explain complex financial data in clear, straightforward language
	+ Innate sense of integrity and ethics**.**

**Academic Credentials:**

|  |  |
| --- | --- |
| 2009-2009 | Computerised Accounting and Financial Management |
| 2008-2008 | Animation Course in Manipal Academy |
| 2007-2008 | Diploma in Computer Hardware |
| 2006-2006 | Passed SSLC St. Thomas English Medium School |

# Additional Qualification

Diploma in Computer Application, Karnataka computer Academy Advance Excel, Tally, Visual Basic, MICE Institute Moodbidri.

***STRENGTHS***

* Good listener & good communication skills
* Team work
* Hard Worker
* Quick Learner
* Ability to work under stressful situations
* Interested to work with a team, self-learning, Highly Motivated
* Committed with Professional attitude

***INTERESTS***

* Games – Cricket, Driving Vehicles.
* Music and Socializing
* Extra-Curricular activities – Attending and organizing youth event.

***Personal Details***

Date of Birth : 05/07/1990

Place of Birth : Mangalore

Nationality : Indian

Religion : Christian

Gender : Male.

Marital Status : Single

Language Proficiency : English, Hindi, Kannada, Konkani, Tulu. Visa Status : Visit Visa

Driving License : Valid U.A.E License (Manual)

**Declaration:**

I hereby declare that the above furnished information is true to the best of my knowledge and if given an opportunity I promise to give the best of my abilities to the organization.

**Sunny**