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## Curriculum Vitae

# Pradeep

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### Objective

To seek a high level position in a Professional Organization as a Sales executive in order to utilize my communication skills, marketing & public relations expertise, extensive knowledge and experience to facilitate career growth.

**Personal & Professional Profile**

* **Sales techniques & customer service skills**
* **Excellent team player, self motivated and proactive**
* **A self starter, quick learner and able to handle multitasks**
* **Time Management: Ability to work under tremendous pressure**
* **Computer Literate**
* **Extensively traveled to Russia Moscow and regions in Russia,CIS, and countries as well as to Jakarta and Bandung in Indonesia,Iran,**
* **South Korea, Australia, New Zealand on behalf of the company.**

**Professional Experience**

**Duration; August 2014 until Present**

**Designation; Senior Manager- Russia**

**Job Profile:**

* Handling Market, Russia, CIS , South Korea,
* Providing reports to the management
* Responsible for handling all the bank transactions
* Responsible to study the market trend and the prevailing rates
* Launching new products according to the market trend
* Responsible to entertain the local and international supplier when they visit the company

**Professional Experience**

**Duration; September 2005 till April 2014**

 **Organization; GoenkaDiamond Jewel Ltd**

**Designation; Director ( Administration& Factory )**

**Job Profile:**

* Handling the factory as well office administration work
* Budgeting and accounts of the company
* Looking after the Russian staff
* Sales of polished diamonds
* Sourcing of rough diamond
* Looking after exports
* Responsible to entertain the local and international supplier when they visit the company

**Professional Experience**

**Duration: April 1999 to March 2005**

**Organization: Sonetti Trading LLC, Moscow (Indonesia Based company )**

**Designation: Sales Manager**

**Job Profile:**

* Handling the sales of readymade garments
* Providing reports to the management
* Responsible for handling all the bank transactions
* Responsible to study the market trend and the prevailing rates
* Launching new products according to the market trend
* Responsible to entertain the local and international supplier when they visit the company
* Visiting the warehouse and ensure to have enough stock to avoid shortage.
* Responsible for achieving set sales targets.

**Duration: December 1997 to March 1999**

**Organization: Click Trading LLC, Dubai, U.A.E**

**Designation: Shop-In charge**

**Job Profile:**

* Responsible for running the shop independently
* Monitored the cash counter
* Taking care of all the orders and ensure that the delivery is been made on time
* Responsible for handling the stocks of the warehouse and stores
* Maintaining the daily, weekly and monthly sales report.
* Maintaining customer service with new and regular customers
* Constant follow up with clients to ensure that their requirements are met

**Educational & Professional Training**

* Graduate

**Computer Proficiency**

* Course in Computer Operating & Applications with Windows 98-2000 with Microsoft Word, Microsoft Excel
* Internet Business skills

**Language skills**

* English, Hindi, Russian, Farsi

**Hobbies**

* Listening to music
* Browsing on the Internet

**Personal Details**

**Date of Birth:** 27 December 1975

**Nationality:** Indian

**Marital Status:** Married
**Sex:**  Male

**Mob:** 0504753686

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