



# ABDUL RAHMAN K S

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## PROFESSIONAL SUMMARY

Result-driven and customer-oriented Sales Executive with 4 years of hands-on experience in retail sales and in-store operations. Demonstrated expertise in electrical and electronic product sales, billing procedures, stock control, and customer engagement. Skilled in managing day-to-day retail functions including inventory tracking, supplier coordination, and visual merchandising. Adept at building strong customer relationships, resolving issues effectively, and contributing to repeat business. Proficient in MS Office and basic programming, with a keen interest in leveraging technology for sales growth. Proven ability to meet sales targets in dynamic retail environments while maintaining service excellence and operational efficiency. Highly adaptable, fast learner, and passionate about staying updated with evolving market trends.

## WORK EXPERIENCE

**Sales Executive**

2021 - 2025

Excellent Electricals, Palluruthy, Kerala

- Advised B2C walk-in customers on product features and guided them in making suitable purchases.
- Handled billing, invoicing, and managed daily payment collections accurately and efficiently.
- Maintained accurate stock records, updated inventory levels, and monitored product movement.
- Coordinated with B2B suppliers to ensure timely restocking of essential electrical items.
- Resolved customer complaints professionally, ensuring complete satisfaction and brand loyalty.
- Promoted new product launches and clearly explained key features to increase store revenue.
- Assisted in arranging product displays following visual merchandising and seasonal themes.
- Contributed consistently to achieving monthly B2C sales targets through team collaboration and support.
- Monitored shelf price tags and updated all labels according to promotional offers and pricing.
- Ensured daily cleanliness, safety, and organized product layout of the showroom at all times.

## EDUCATION

**Bachelor of Computer Applications (BCA)**

2023

Seth Ram Bahadur Singh Gujarati College

**Higher Secondary School Certificate (HSSE)**

2020

Government Higher Secondary School, Calvathy

CORE COMPETENCIES	TECHNICAL SKILLS	LANGUAGES
<ul style="list-style-type: none"><li>• Retail Sales &amp; Customer Handling (B2C)</li><li>• Product Knowledge &amp; Demonstration</li><li>• Billing &amp; Payment Processing</li><li>• Inventory &amp; Stock Management</li><li>• Visual Merchandising &amp; Store Layout</li><li>• Team Coordination &amp; Communication</li><li>• Client Retention &amp; Upselling Techniques</li><li>• Promotional Campaign Support &amp; Execution</li><li>• Sales Reporting &amp; Target Tracking</li><li>• Customer Satisfaction &amp; Relationship Building</li><li>• B2C Customer Engagement &amp; Conversion</li><li>• B2B Supplier Coordination &amp; Stock Replenishment</li></ul>	<ul style="list-style-type: none"><li>• MS Office (Word, Excel, PowerPoint)</li><li>• C, C++ &amp; Java (Basic Programming)</li><li>• Email &amp; Internet Communication Tools</li><li>• POS Machine Handling (Basic Level)</li><li>• Inventory Management Software (Basic Use)</li><li>• Digital Payment Systems &amp; Mobile Apps</li><li>• Product Labeling &amp; Barcode Scanning Tools</li></ul>	<ul style="list-style-type: none"><li>• English</li><li>• Malayalam</li><li>• Hindi</li></ul>

## ADDITIONAL INFORMATION

- Willing to work flexible shifts, weekends, and extended hours to meet business demands.
- Fast learner with a proactive mindset and strong adaptability to retail workflows.
- Passionate about building a long-term career in retail sales and customer relationship management.
- Familiar with handling electrical product sales and showroom operations in busy environments.
- Committed to delivering excellent customer service and contributing to team success.