



## Contact

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Naif Road, Deira Dubai, UAE

## Hard Skills

- Sales Management
- Customer Needs Assessment
- Point of sale operation
- Stocking and replenishing
- Processing payments
- Product and service sales
- Marketing and Follow Up
- Administrative Skills
- Punctual & Hard Working

## Computer Skills

- MS Office (Word, PowerPoint & Excel)
- Point Of Sale (POS) and Emailing
- MS Windows and MS Outlook

## Personal Derails

- **Date of Birth:** 07/01/1990
- **Gender:** Male
- **Marital Status:** Single
- **Passport No:** Y8483420
- **Languages:** Hindi Sindhi & English

# BITTU CHETWANI

## SALES ASSISTANT

## Career Summary

Motivated sales assistant dedicated to providing top of the line customer service in in industry. Organized, detail oriented, and a self starter. Committed to increasing sales by providing customers with thoughtful consideration and support. Adept in multitasking, and experienced in administrative and clerical work. Bringing forth several years of experience achieving success in retail settings. Looking for a

## Work Experience

### Sales Assistant

2022 - Present

Anil Mewani Perfumes LLC | Dubai, UAE

#### Roles and Responsibilities:

Marketing of perfumes oils and approach new customers giving proper information about products and understand customer needs, daily follow up and collection.

### Sales Assistant

2019 - 2020

Shakrani Cargo | Dubai, UAE

#### Roles and Responsibilities:

Handling customers and provide proper pricing and benefits and features and services, managing manpower handling shipment loading and Unloading of cargo and safety procedures

### Owner

2006 - 2018

Bittu Mobile Repairing | Mumbai, India

#### Roles and Responsibilities:

Sales Purchase & repairing of mobiles phones, marketing of new spare parts and new mobile phones and handling customers and promoting sales, provide after sales services

## Education

- **High School Certificate | 04/2019**

Chhattisgarh Rajya Open School | Rapur, India

## Declaration

I hereby declare that all the details provided above are true to the best of my knowledge.

**Bittu Chetwani**