



# SHAHID SULTHAN

## Profile

Energetic and dedicated professional with two years of successful experience as a sales representative and two years as a clerk. Combining my expertise in sales strategies and customer service with my administrative skills, I aim to secure a role where I can contribute to driving revenue growth while efficiently managing administrative tasks. Seeking opportunities for career advancement and professional development within a dynamic organization.

## Work Experience

### SALES REPRESENTATIVE, Tack & Track General Trading L.L.C, Dubai

May 2022 - June 2024

- Demonstrated product usage and features to customers.
- Built report with new and existing customers to boost client retention.
- Closely monitored weekly sales to write reports for senior leadership and streamline operational processes.
- Carried out active selling from initial customer greeting
- Responded to telephone and in-person requests for information.

### ASSISTANT CLERK, Al Nasr Leisurland, Dubai

January 2019 - February 2022

- Maintain Files & records so they remain updated & easily accessible.
- Undertake basic bookkeeping tasks & issue invoice, checks etc.
- Sort & distribute incoming mail & prepare outgoing mail.
- Monitor stocks of office supplies ( stationery ) report & events.
- Perform other office duties as assigned.

## Education

- BSC Physics, Calicut University, India
- MBA in Technology Management, Bharathiar University (Pursuing)

## Expertise

- Microsoft Programs
- Data entry
- Tally

## Personal Info

International city, UAE, Dubai

+971 567361112

shahahidsulthantk@gmail.com

ID Number

Passport Number - Y8838453

Nationality

Indian

Driving License

Manual License - UAE

Date of birth

11-07-1993

## Skills

Teamwork

Creativity

Listening Skills

Customer Service

Product Knowledge

## Languages

English

Hindi

Arabic

Malayalam