



NAVEEN REKULA

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OBJECTIVE

To pursue a highly rewarding career, and be part of a dynamic team where I can combine my organization skills, communication, interpersonal and leadership skills to effectively work in a challenging and healthy work environment where I can utilize my mentioned skills and knowledge efficiently for organizational growth and goal, job satisfaction and as well self-development

EDUCATION

- **Telangana Open School Society**
10+2
- **Secondary School Certificate**
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EXPERIENCE

- **CARREFOUR SHINDHAGA**
2022 - Present
SECURITY
 - Inspect and patrol premises regularly.
 - Monitor property entrance.
 - Authorize entrance of people and vehicles.
 - Report any suspicious behaviors and happenings.
 - Secure all exits, doors and windows.
 - Monitor surveillance cameras.
- **HYUNDAI SHOWROOM, INDIA**
2021 - 2022
SALES EXECUTIVE
 - • Working as part of the sales team to develop both new and existing markets. • Involved in developing sales & pricing strategies.
 - • Liaising with customers & the dealer network to answer and resolve their queries.
 - • Identifying and then researching potential leads and opportunities.
 - • Constantly developing existing sales processes which will generate sustainable growth. Responsible for developing own portfolio of customers.
 - • Collecting all the information required to create a request for an estimate.
 - • Writing accurate & informative sales reports and documentation.
 - • Contacting prospective clients by phone and email.
- **VAISHNAVI SUPER MARKET, INDIA**
2020 - 2021
SALES
 - Sending orders and making Orders.
 - Pushing of each product according to its movements and ensuring quantity of products in the market.
 - Promoting products by capturing the best and maximum display space and proper facing for products.
 - Promote and sale products using solids arguments to existing customers.

- Perfume cost benefit and needs analysis of potential customers to meet their needs.

- **GENERAL ELECTRIC COMPANY,DUBAI**

SEP-2015 - OCT-2019

Office Assistant

- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Schedule Meeting Rooms.
- Assisting Staff in the Office.

SKILLS

- MS Office
- TALLY

LANGUAGES

- ENGLISH, HINDI, TELUGU

PERSONAL DETAILS

- Date of Birth : 15/01/1991
- Marital Status : Married
- Nationality : INDIAN
- Passport : V5839859
- Gender : MALE
- Driving Licence : Category 3(Manual)

SOFT SKILLS

- **Soft Skills**
Good communication skills and an excellent telephone manner.
 - Able to sell to large and small clients.
 - Ability to work under pressure and multi – task.
 - The Ability to follow instruction and deliver quality results.