

# CURRICULUM VITAE



## **MUKUND PRASAD**

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Dubai, United Arab Emirates

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### **OBJECTIVE**

Would like to work in the field of Retail/Sales and desires to progress further in the same field and likes to grow with the organization and prove to be an asset for its effective functioning and be a team player for the achievement of organizational goals and its success. Willing to work as a key player in a *challenging & creative environment*.

### **WORK EXPERIENCE:**

- Presently working in Union Coop as a Merchandiser from May 2023 till date
- Worked in Jaigaon Traders (Construction Company), as an Assistant to Sr. Manager from 2010 to 2021

### **Responsibilities**

- Maintained stock and managed personnel in department.
- Scheduled of customer deliveries every morning, fleet maintenance of trucks etc., preparing deliveries for the next day, and maintaining files.
- Responsible for submission of invoice to Client.
- Worked with customers to resolve issues as needed, ensuring customer satisfaction.
- Handling bank related work such as Depositing cheques and cash, collecting cash and cheques from customers.
- Adhering to Safety and Quality norms at store.
- Supervising contracted staff.
- Update daily progress to superiors.

### **Skills**

- Strategic account development.
- Goal- oriented.
- Positive and upbeat.
- Strong interpersonal skills.
- Empowers high-performing sales teams.
- Material application knowledge.
- Maintenance knowledge.
- Customer service focused.
- Powerful negotiator.
- Detail-oriented data analysis.
- Expertise in troubleshooting [issues].

**ACADEMIC QUALIFICATIONS**

- Matriculation passed from CBSE BOARD (2000 TO 2001)

**OTHER QUALIFICATION**

- Holding Valid U.A.E. Driving License

**COMPUTER KNOWLEDGE**

- MS-Office (Word, Excel, Power Point, Outlook)
- Internet & Email Application

**PERSONAL DETAILS**

Date of Birth : 20<sup>th</sup> October 1984  
Nationality : Indian  
Marital Status : Married  
Language Known : English, Hindi, Nepali and Bengali  
Passport Number : C1605176  
Place of Issued : Dubai, UAE  
Passport Issue Date :26/09/2024  
Passport expiry date :25/09/2034  
Visa Status : Employment

**PERSONAL ATTRIBUTES**

Highly organized, efficient, flexible, and versatile team player who will work hard and excel in any environment. Dedicated and committed, willing to take on challenging, touch. Assignments and work to tight deadlines.

**REFERENCES**

Will be furnished upon request with supporting documents.

***This certifies that the above information given is correct and true to the best of my knowledge.***

Date:

Place: Dubai -UAE

(Signature)

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