

# DHARMENDRA SHIVNANI

**Sales Executive**

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I am working as a Sales Executive service professional in Dubai UAE. Last From 5years progressive experience in area such a Administration, I have Experience is more then 9 years of Sales & marketing with I have also Experience in Distributor channel sales handling & Team handling, I have a Post Graduate Master of Arts Certification to achieve a responsible position in hierarchy and work as a independent professional. I am responsible to performing wide range of duties.

## **Strengths**

- ❖ Capable to handle managerial duties
- ❖ Sales Strategies Implementation
- ❖ Business Development & Client Relationship
- ❖ Ability to manage Key Customer Accounts

## **Achievement**

- ❖ Achieved consistently sales and revenue targets set by the Company.
- ❖ Acquired excellent knowledge and outstanding contacts in local market.
- ❖ Proven ability to conform into different situations, effectively perform in a Pressurized working.
- ❖ Environment and complete assigned task within stipulated time frame.
- ❖ Results -Acknowledged for reaching the sales-target and maintaining strong Professional.
- ❖ Pressure and make decisions in critical unexpected situations.

## **Career Snapshot**

- ❖ Currently I am working in (Global Lumber Resources Inc.) (Wholesale PLYWOOD & TIMBER Division). As a (Sales Executive) From May 2024 to Present time. in Dubai ( UNITED ARAB EMIRATES),

## **Job responsibilities**

- ❖ Sales and purchase and collection (Trading, Civil contractors, Consultant, PVT Villas projects, Commercial Project etc).
- ❖ Product Handling- Cement, Rebar steel, Plywood, MDF, Timber, Veneer, Laminate, FSC Product, Etc.
- ❖ Exist and new Product specification work with civil consultant
- ❖ Generating sales from traders and contractors for existing & new products.
- ❖ Monthly and Yearly target required to be achieved
- ❖ Preparing Sales orders form as per customer request as daily wise
- ❖ Sending quotations as per inquiry from the Clients.
- ❖ Providing technical data sheets as per customer/ consultant/requests & Getting the products approved by consultants, clients or the contractors at various projects.
- ❖ Follow up with store people for delivery.
- ❖ Marketing exist products.
- ❖ Store visiting and checking the stock position physically
- ❖ Maintains effective working relationship.
- ❖ Reporting to BM as Daily basis
- ❖ Reporting to management as Weekly basis
- ❖ Attending the meeting as per management requirements.

- ❖ DANUBE BUILDING MATERIAL TR. CO. LLC (PLYWOOD & TIMBERDIVISION). As a (Sales Executive) From Oct-2022 to at Present time in Dubai ( UNITED ARAB EMIRATES),

**Job responsibilities**

- ❖ Sales and collection (Trading, Civil contractors, Consultant, PVT Villas projects, Commercial Project etc.)
- ❖ Product Handling- Cement, Rebar steel, Plywood, MDF, Timber, Gypsum, Hardware, Solid surface Corin, Acrylic, Veneer, Laminate, FSC Product, Etc.
- ❖ Exist and new Product specification work with civil consultant
- ❖ Generating sales from traders and contractors for existing & new products.
- ❖ Monthly and Yearly target required to be achieved
- ❖ Preparing Sales orders form as per customer request as daily wise
- ❖ Sending quotations as per inquiry from the Clients.
- ❖ Providing technical data sheets as per customer/ consultant/requests & Getting the products approved by consultants, clients or the contractors at various projects.
- ❖ Follow up with store people for delivery.
- ❖ Marketing exist products.
- ❖ Store visiting and checking the stock position physically
- ❖ Maintains effective working relationship.
- ❖ Reporting to BM as Daily basis
- ❖ Reporting to management as Weekly basis
- ❖ Attending the meeting as per management requirements

- ❖ YOGI INTERNATIONAL TRADING CO.LLC (Building materials Division). As a (Sales Executive) From Aug-2019 to Sep-2022 in (Dubai – UNITED ARAB EMIRATES),

**Job responsibilities**

- ❖ Sales and collection (Trading, Commercial Project, Dealing with Manufactures.)
- ❖ Product Handling- Cement, Rebar steel, Plywood, MDF, Timber, Gypsum,
- ❖ Exist and new Product specification work with civil consultant
- ❖ Generating sales from traders and contractors for existing & new products.
- ❖ Monthly and Yearly target required to be achieved
- ❖ Preparing Sales orders form as per customer request as daily wise
- ❖ Sending quotations as per inquiry from the Clients.
- ❖ Providing technical data sheets as per customer/ consultant/requests & Getting the products approved By consultants, clients or the contractors at various projects.
- ❖ Follow up with store people for delivery.
- ❖ Marketing exist products.
- ❖ Store visiting and checking the stock position physically
- ❖ Maintains effective working relationship.
- ❖ Reporting to Division manager as Daily basis
- ❖ Reporting to management as Weekly basis
- ❖ Attending the meeting as per management requirement

- ❖ RELIANCE JIO INFOCOM LIMITED as a (Jio point Manager) Distributor Channel sales Management And Team handling Feb 2019 to July 2019 in (Rishikesh – Uttarakhand ) INDIA,

- ❖ VODAFONE IDEA LTD as a (Sales Team Leader) EXPERIENCE DISTRIBUTION Channel Sales&Team Handling- MAY- 2018 to Feb- 2019 (Haldwani–Uttarakhand) INDIA,

- ❖ Samsung Excellent Consultant (Sales Executive) – 2016 –2018  
Samsung India Electronics Private Limited Under (Team Lease)  
Bareilly UP INDIA,

- ❖ Lava Retail Executive (Sales Promoter) – 2014 – 2016.  
Lava International Private Limited Bareilly UP INDIA,

### VEHICLE DRIVING LICENSE HOLDER :-

- ❖ Light vehicle driving license number :- 4125244
- ❖ Date of issue :- 24<sup>th</sup> May 2021
- ❖ Date of expiry :- 24<sup>th</sup> May 2028
- ❖ Type of license :- Automatic.
- ❖ Country :- United Arab Emirates.

### EDUCATION & QUALIFICATION

- ❖ Bachelor of Arts (B.A)  
2017 University of MJPRU. From- Bareilly, U.P (INDIA)
- ❖ Master of Arts (M.A).  
2019 University of MJPRU. From- Bareilly, U.P (INDIA)

### SKILLS

- ❖ Excellent attention to detail and ability to be highly accurate.
- ❖ Excellent communication and interpersonal skills, ability to build strong professional relationships.
- ❖ Strong communication skills: able to professionally and efficiently communicate across departments.
- ❖ Good organizational skills. Strong attention to detail.
- ❖ Good interpersonal skills with strong customer service orientation.  
Ability to interact with all levels of management.
- ❖ Good attention to detail with good analytical skills.
- ❖ Ability to effectively communicate telephonically. Ability to influence and seen as a team player.  
Strong interpersonal skills.
- ❖ Knowledgeable in order entry with excellent keyboard skills
- ❖ Detail oriented, highly motivated and able to work in cross-functional teams
- ❖ Ability to quickly acquire sound knowledge of company products and services

### COMPUTER SKILLS

- ❖ MS Office (Word, Excel & Power Point),
- ❖ Tally ERP9, BUSY Accounting Software, Orion,

### PERSONAL INFORMATION:-

- ❖ Nationality: Indian
- ❖ Passport No : P5163211
- ❖ VISA : Employment
- ❖ Date of Birth: 28<sup>th</sup> Dec 1989
- ❖ Marital Status: Unmarried
- ❖ Languages : English, Hindi,
- ❖ Address: (PILIBHIT – 262001 UTTAR PRADESH – INDIA),