



EKLAS AHMED CHOUDHURY

SALES EXECUTIVE / REPRESENTATIVE

EDUCATION

**S.V. VIDYANIKETON H.S SCHOOL,
NILAMBAZAR - INDIA**

S.S.C Year 2010

COMPUTER COURSE

Smart Technologist

2018 - 2020

CONTACT

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LANGUAGES

English
Arabic
Hindi
Urdu
Bangali
Assamese

DECLARATION

This is to certify that all information mentioned above is true about me. Hope for employers to review my resume soon
Thank you!

ABOUT ME

"As an ambitious and hard-working sales person, I am often recognized for my commitment and ability. I handle multiple tasks on a daily basis competently, working well under the pressure. Frequent acknowledgment of my contribution from senior management illustrates my potential value to your company. I'd welcome the opportunity to discuss my suitability in detail.

WORK EXPERIENCE

2021 - Current NIGHT TO NIGHT DEPARTMENT STORE LLC, DUBAI - UAE

SALES SUPERVISOR: Oversees the work of retail or non-retail sales employees. The sales supervisor may also perform some tasks of a manager, such as purchasing, accounting and budgeting.

- Welcome customers to the store, provide product information, and help them find what they are looking for.
- Stay updated on the features, benefits, and pricing of products in your department to effectively assist customers and answer their questions.

2018 - 2020 YKM INTERNATIONAL LLC, UAE

OFFICE ASSISTANT: An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners and maintaining a convenient office.

- Monitoring and replenishing office supplies, such as stationery and pantry items.
- Running errands outside the office, such as banking tasks or purchasing office supplies.

2014 - 2018 TAIF HEART MALL, TAIF - SAUDI ARABIA

SALES EXECUTIVE: A Sales Executive is a professional who sets annual sales goals for the company and works towards achieving them with the assistance of the Sales Manager & Sales Associates.

- Processing customer returns or exchanges according to company policies.
- Upselling or cross-selling additional products to increase sales and maximize customer satisfaction.
- Handling customer complaints or concerns in a professional and timely manner.

SKILLS & COMPETENCIES

COMMUNICATION: The ability to convey or share ideas and feelings effectively. Convey ideas and information through the use of written language. Successful communication helps us better understand people and situations. It helps us overcome diversities, build trust and respect, and create conditions for sharing creative ideas and solving problems.

LEADERSHIP: Leadership skills include the abilities or strengths shown by people in management roles that aid in guiding and encouraging a group of people and their team toward achieving a common goal or set of goals. Shows your ability to assemble and lead a team. **Flexibility:** Shows that you're willing and able to adapt to any situation.

ANALYTICAL THINKING: Analytical skill is the ability to deconstruct information into smaller categories in order to draw conclusions. Analytical skill consists of categories that include logical reasoning, critical thinking, communication, research, data analysis and creativity.

TEAM WORK: Teamwork skills are the qualities and abilities that allow you to work well with others during conversations, projects, meetings or other collaborations. Having teamwork skills is dependent on your ability to communicate well, actively listen and be responsible and honest. In offices where collaborative work is common, your ability to work well with others on projects will be highly valuable.