



# JIMNAD.P.R

## SALES EXECUTIVE

### PROFILE

Hardworking and versatile Administrator with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities.

### WORK EXPERIENCE

➤ **SALES EXECUTIVE**  
**RAJAKUMARI GOLD, KERALA, INDIA**  
**JANUARY 2019 TO JUNE 2022**

➤ **SALES EXECUTIVE**  
**KALYAN JEWELLERS, KERALA, INDIA**  
**JUNE 2015 TO AUGUST 2019**

- Greeted customers warmly and guided them in selecting appropriate jewelry pieces.
- Maintained daily sales records and met monthly individual and team sales targets.
- Demonstrated excellent product knowledge to explain jewelry features, purity, and pricing.
- Handled billing, cash, card, and finance transactions with accuracy and care.
- Built long-term customer relationships through follow-ups and personalized service.
- Ensured display counters were clean, organized, and visually appealing for customers.
- Advised customers on latest collections, festive offers, and investment-grade jewelry.
- Resolved customer complaints promptly, maintaining store reputation and client satisfaction.
- Coordinated with showroom team for stock replenishment and product availability updates.
- Trained junior staff on selling techniques, customer handling, and product details.

### CONTACT DETAILS

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📍 Dubai, UAE

### EDUCATION

- Higher  
Secondary

### SKILLS

- MS Office
- Sales
- Customer Relation
- Communication Skills

### PERSONAL DETAILS

- Nationality : India
- Visa Status : Visit Visa
- Marital Status : Married

### LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

### HOBBIES

- Traveling