

# JABIR AP



VAN SALES EXECUTIVE/SALES EXECUTIVE

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Business Bay-Dubai

## PERSONAL DATA

- **DOB:** 21 -Nov-1997
- **Sex:** Male
- **Nationality:** Indian
- **Marital Status:** Single
- English
- Hindi
- Malayalam
- Arabic

## COMPUTER PROFICIENCY

- Tally+ GST
- MS office

## DRIVING LICENSE

- Having valid **UAE** driving license (Manual)
- Indian License

## CAREER OBJECTIVES

To work in an esteemed organization with all dedication and sincerity. Where I can prove my managerial ability towards the growth of the organization in my working environment.

## PROFESSIONAL SUMMARY

- 3+ years of experience in Sales Executive & Van sales executive
- Excellent communication & Ability to multi-task and prioritize.
- Excellent hands-on experience with Tally, MS Office
- Ability to work effectively in high-pressure environments.
- Assure responsibility and strive for collective growth and development, always keeping the Organization's goal as Major Priority.

## AREAS OF EXPERTISE

- Good Communication Skill
- Good at Customer orientation
- Maintaining Targets perfectly
- Achieving all sales and collection targets

## PROFESSIONAL EXPERTISE

February 2022- February 2024

### Viva Pharmacy (Dubai- UAE )

Position: Van Sales Executive/ Sales Executive.

- Generate sales reports each week and submitting to management
- Achieving sales target.
- Cash sales collection and on-time submission
- Promoting sales through regular visit to customers and retail merchandising.
- Ensuring the availability of the product at all retail points.
- Ensure stocks are properly merchandised.
- Monitors stock loss and damages.
- Maintaining good relations with the customers.
- Increasing and maintaining the existing customer base in the market.
- Making daily sales and activity report.

2019 -2020

### **P.V.N Builders Private Limited (Palakkad-Kerala-India)**

Position: Document Controller

- Arrange and maintain all controlled company documents.
- Review of Receivables, and collection of Debts.
- Monthly payroll generation for the all Employees Monitoring banking transactions & Reconciliation
- Handling cash receipts & Payments .
- Keeping of Personnel Employees Files, Preparing for annual Leave salaries, their Payments.
- Office management and administrative functions.
- Create document filing and organizing systems that are both effective and efficient.

2017 -2019

### **Star sports (Cochin-Kerala-India)**

Sales in charge

- Work with the customer service team to enhance and improve customer satisfaction.
- Monitor the sales floor to make sure that sales shelves and displays are organized and products are easy to find.
- Assist with stocking shelves and removing outdated stock from shelves to be returned to the manufacturer.
- Handle customer questions and resolve customer service issues.
- Ensure proper customer service by teaming with co-workers.
- Establish trust relationships with customers.
- Attend and participate in sales meetings.
- Collaborate with sales staff to highlight sales floor promotions or add positive energy to seasonal display

## **EDUCATION QUALIFICATION**

- **PLUS TWO** from the Kerala Board of Higher Secondary Education
- **S.S.L.C** from Kerala Board of Secondary Education.

## **SUMMARIZATION**

I hereby declare that the information provided above is factually true and correct to the best of my knowledge and belief and if given an opportunity will exhibit my best and most creative efforts at all times.