

Jatin Khubani

Looking for a challenging role in a reputable organization to utilize my skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the company.



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DUBAI, U.A.E

EDUCATION

SSC - 10th Std

Kishore Gurnomal Kanjani High School

06/2018 - 04/2019

Ahmedabad, Gujarat, India

HSC - 12th std

Kishore Gurnomal Kanjani High School

06/2020 - 04/2021

Ahmedabad, Gujarat, India

WORK EXPERIENCE

Sales Executive / Shop Handler

Deepak Nitanya General Trading LLC

06/2022 - Present

Dubai, United Arab Emirates

Achievements/Tasks

- Handling customers at Shop by giving Product information
- To solve customer problems and Counter sales of Products
- Performing data entry & reviewing the back office
- Working with a team for higher sales

Sales & Marketing

SP Business Link

06/2021 - 06/2022

Ahmedabad, Gujarat, India

Achievements/Tasks

- Sales & Marketing of Products to Clients & B2B
- To handle Reception work and customer interaction
- Collecting Payment from B2B & Customers
- To check & deliver order of B2B & customers
- To assist old as well as New clients to increase Business

Sales Executive

Jay Textiles

12/2019 - 11/2020

Ahmedabad, Gujarat, India

Achievements/Tasks

- To collect Payments from Customers.
- To look after Order of Customers.
- Bank work like cheque deposit, Online Transfer etc.
- To ready and arrange Order for Delivery.
- To Interact with customers and develop good business relations.

SKILLS

Teamwork

Good Communication

Patience

Adaptability

Problem solving

Confidence

Social Media Marketing

SEO

Desire to learn

Reliable & Responsible

CERTIFICATES

Basic Computer - Microsoft Office (05/2021 - 07/2021)

Course done at Nearby Computer Classes, Ahmedabad, India

Tally ERP 9 with GST (12/2021 - 01/2022)

Course done at Nearby Computer Classes, Ahmedabad, India

Certificate of Continuing Professional Development
(11/2022 - 11/2022)

Digital Marketing done at CPD Certification Service, Dubai, UAE

Certified Digital Marketer (11/2022 - 12/2022)

Course done at Prime Easy Learn Training Institute, Dubai, UAE

DOCUMENT ID

Passport ID No. U6643840 (11/2020 - 11/2030)

LANGUAGES

English

Limited Working Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Professional Working Proficiency

INTERESTS

Social Media Management

Market Research

Online Analytics

Travelling