

Personal Information

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Applying for driver
(Transferrable visa with NOC)

Profile
Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings
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Education

2011 **Telangana osmania university**
junior high school

Experience

05.2016 - 02.2019 **Landmark group (centre point)**
Sele execute

- Proven work experience as a Sales Representative
- Excellent knowledge of MS Office
- Familiarity with BRM and CRM practices along with ability to build productive business professional relationships
- Highly motivated and target driven with a proven track record in sales
- Excellent selling, negotiation and communication skills
- Prioritizing, time management and organisational skills
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- Ability to create and deliver presentations tailored to the audience needs
- Relationship management skills and openness to feedback

Amazon.in
Sele execute

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments

09.2021 - present

Abu Dhabi national hotel

Office boy cum driver

- Responsibility:
- Serve Tea and Coffee to Staff and office Visitor.
- Clean office kitchen on daily basis.
- Responsible for disposal of trash, waste, and other disposable material.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Load cargo at warehouses and shipping centers.
- Make deliveries to homes and businesses.
- Complete delivery paperwork and obtain customer signatures.
- Accept and process payments.
- Maintain vehicles or report problems to supervisors.
- Pick up and drop off passengers.
- Clean vehicles.

Skills

✓ Strong driving record

Navigation

Customer service

Basic maintenance knowledge

Physical fitness and strength

Efficiency and time-management

Problem-solving

Detail-oriented

Concentration

Knowledge of safety regulations and traffic laws

Software skills

Microsoft Outlook ● ● ● ● ● ●

Microsoft Excel ● ● ● ● ● ●

Microsoft Word ● ● ● ● ● ●

Software skills ● ● ● ● ● ●