

# VINOD DELLAN LOBO



## Contact Info

### Address:

Ras Al Khaimah, UAE



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## Languages

- English
- Hindi
- Kannada
- Konkani

## Strengths

- Quick learner
- Goal oriented
- Attention to detail
- Good communicator
- Team player
- Customer Service
- Good negotiation skill

## Computer Skills

- MS Office (Word, Excel, PPT)
- Outlook

## Career Objective

Self-motivated, highly passionate and hard-worker looking for an opportunity to work in a challenging organization to utilize my skills and knowledge to work for the growth of the organization.

## Education

### Bachelor of Business Management (BBM)

Institute of Basic and Vocational Education,  
Mangalore, India

## Work Experience

### 1. Designation: Store Incharge

**Company:** Rehman Infra Ventures Private Limited

**Duration:** December 2022 to January 2024

#### Job Description:

- Create business strategies to attract new customers, expand store traffic, and enhance profitability.
- Monitor inventory levels and order new items.
- Ensure store compliance with health and safety regulations.
- Deliver excellent service to ensure high levels of customer satisfaction.
- Respond to customer complaints and concerns in a professional manner.
- Prepare detailed reports on buying trends, customer requirements, and profits.
- Develop and arrange promotional material and in-store displays.
- Motivate the sales team to meet sales objectives by training and mentoring staff.
- Undertake store administration duties such as managing store budgets and updating financial records.

### 2. Designation: Store Keeper In Charge

**Company:** UM Enterprises

**Duration:** October 2018 to October 2021

#### Job Description:

- To receive the materials ordered by the purchase department and supplied by the vendors in a proper maintains as per the laid down procedure.
- Keeping a record of sales and restocking the store accordingly.
- To ensure a smooth issue of materials to the issue department.

- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- Mediating any confrontations between staff and clients, and DE-escalating the situation.
- Ensuring that the store is kept clean and organized.
- Planning promotional campaigns for new products or specials.
- Managing and training store staff.
- Planning promotional campaign
- To ensure that the store is always maintained up to date in all respects in a presentable condition.
- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- Ensure proper completion of documentation to place an order and make a purchase.
- Coordinating with shipping companies to arrange pickup of goods and with insurance companies to file claims for damaged or lost merchandise.
- Ensuring that all goods are properly priced and labeled according to company standards.
- Preparing reports on inventory levels and other data to help managers make business decisions about purchasing new goods or changing prices.
- Processing sales transactions using computerized cash register systems or manual methods such as a cash register or adding machine.
- Stocking shelves with merchandise, including putting price tags on items and arranging displays.

### **3. Designation: Sales Executive**

**Company: Moto Rack LLP**

**Duration: August 2016 to June 2018**

#### **Job Description:**

- Generate leads and build relationships planning and organizing daily work schedule to call on existing or potential sales outlets.
- Representing our company's products and services, starting with a deep and comprehensive understanding and following with consumer research to identify how our solutions meet needs.
- Work with sales management to develop and execute prospecting campaigns for target market sectors.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Meet weekly, monthly, and annual sales quotas through the successful implementation of sales and marketing strategies and tactics.
- Negotiating contracts to arrive at the best deal for the client and organization both.
- Maintain good producer-client relationship to promote sales as well as establish customer base.
- Monitor product orders and available stock to ensure timely supply to clients.
- Working towards achieving monthly sales target.
- Identify appropriate prospects, set appointments, make effective qualifying sales calls, and manage sales cycle to close new business in all service categories offered.
- Gather feedback from customers or prospects and share with internal teams.
- Participate in conference, exhibitions, and industries meet ups for business development.
- Collaborating with the teams to achieve better results.

## Additional Details

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Date of Birth	18th November, 1995
Gender	Male
Nationality	Indian
Marital Status	Single
Passport Number	R7117764

## Achievements

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- Completed a course on Logistics Management.
- Completed a course on Quality Assurance (QA), Quality Control (QC) and Non Destructive Testing (NDT).

## Interests

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- Playing Cricket
- Travelling
- Photography

## Declaration

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I hereby declare that the above information is genuine to the best of my knowledge.

(Vinod Dellan Lobo)

Place: Ras Al Khaimah, UAE