



RUGMA M

+971508447961

+971557647822

RUGMAM2000@GMAIL.COM

OBJECTIVE

I am an upbeat and flexible sales girl with 2+ years of experience in retail sales and Billing. proven track record of delivering high value customer experience and reaching sales target.

WORK EXPERIENCE

2022 – 2024

Sales Executive Jockey exclusive store,

Sreekaryam, Trivandrum.

- ❖ Greeting and direct customers, Providing accurate information & Answering customers questions about specific products/services .
- ❖ Conduct price and feature comparisons & Inform customers about discounts and special offers
- ❖ Developed and implemented a successful Store sales strategy resulting in a 20% increase in business
- ❖ Ensuring racks are fully stock in store & Coordinating with the Retail Sales Representatives team to provide excellent customer service.
- ❖ Handled the sales invoicing & cashier section and Entering the daily business transaction

2021 – 2022

Receptionist Fair Professional Salon

kannamoola , Trivandrum.

- ❖ Greetings and welcome guests & Answering, screen, and forward incoming phone calls
- ❖ as per client's calls request checking to Beautician Team members and booking appointments by phone call

PERSONAL STRENGTH

- ❖ Time management
- ❖ Decision making
- ❖ Strong team player
- ❖ Problem solving
- ❖ Communication skill
- ❖ High level of dedication and commitment

PERSONAL INFO

NAME : RUGMA M

FATHER'S NAME : RAJU K

MOTHER'S NAME : MANJU S

DATE OF BIRTH : 12/05/2000

SEX : FEMALE

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

LANGUAGE : ENGLISH,
MALAYALAM ,TAMIL

- ❖ Maintain office security and controlling reception desk

COMPUTER SKILLS

- ❖ MS EXCEL
- ❖ MS WORD

ACADEMIC QUALIFICATIONS

- ❖ SSL PASS
- ❖ PLUS TWO PASS

Regards
Rugma M