



# RUGMA M

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## OBJECTIVE

I am an upbeat and flexible sales girl with 2+ years of experience in retails 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**

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- ❖ MS EXCEL
- ❖ MS WORD

### **ACADEMIC QUALIFICATIONS**

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- ❖ SSL PASS
- ❖ PLUS TWO PASS

**Regards**  
Rugma M