**Vivekanand Pal**

Kargi Dehradun India +971501432084 vivekevolution@gmail.com

 **Objective**

A dedicated and detail-oriented individual looking for an opportunity at a well reputed organization to gain experience exposure and expend my skills and knowledge.

**EDUCATION**

Graduate in Bachelor of Arts 2014

Doon Bussines School Dehradun India.

**SKILLS**

* Communication Disciplined
* Time Management Team Player
* Multitasking Work under pressure
* MS Word MS Excel
* Email Internet

**Work Experience**

**SKUNDAA PVT LTD (FMCG) India**

**Sales Officer July 2021 – till now**

Acquisition of new dealers and shopkeepers for organization benefits.

Visited shops every day and taking order on daily basis.

Merchandise and manage the products in the shelves with support of sales assistant to perform FIFO and LIFO.

Identify and segregate the nearby expiry products, expired and damage items from SKUs and stores.

Ensure that stores, shelves are stocked with the right types and quantities of products.

Apply, follow, suggest, and developed sales area and beat plan to achieve the daily targeted visits in high performance as per KPIs.

 Promote and advertised the new products, offers and schemes to the shopkeepers

 Respond to the Shoppers queries and complaints in a professional manner.

Distribute banner, poster, and leaflets for branding and marketing.

Manage credit and collect payment from shopkeepers.

Developed strategies for more effective sales both individually and as a part of a team.

Build good working relationships with customers, outlet staff, and colleagues.

 Self improved continuously by the way of experience and feedback.

**HDFC BANK LTD DEHRADUN INDIA**

**Sales Officer December 2020 – April 2021**

Ensure quality new acquisition on CA/SA for Resident/Non Resident accounts, Demat, Insurance

Help to increase digital transactions by influenced the customers.

Evaluate customers professional strength to avoid future discrepancies.

Followed organization rules policies and work ethics strictly.

Making plans to increase sales through marketing and branding tools

Distribute marketing and branding materials like welcome sign, card accept and POS machine sign,pamplets, banner posters, pen and diaries to the individual customers and merchants.

Analysised competitor bank's products and strategy to increase sales.

Always ensure quality customer service to all clients.

**STORE99 (Magan Enterpises) India**

**Senior Sales executive cum cashier February 2017 – January 2020**

Register sale on a cash register accurately by scanning items, itemizing and totaling customer's purchase.

Issue receipts, refunds, change or tickets redeem stamps and coupons.

Followed the opening, closing, and cash reconciliation procedures.

Familiar with electronic equipments like cash register, scanner, POS machine.

Support sales activities and ensure excellent customer service.

Assist customers in selecting, purchasing, and refunding merchandise while demonstrating our excellence in customer service.

Responded to the customer queries and complaints in a polite and courteous manner.

and display items offers as per display plans.

Using social media platforms like Facebook and Instagram for store marketing.

Ensuring the store showcase brands in the best possible way.

Monitoring stock levels and placing order to the manager when stock runs low.

Identify and segregate damage and expired product from the store.

Handle sales team and conducted daily deposits to financial institution.

Manage all store operation in the absence of Store Manager.

**Personal Details**

Passports no. V2571748

Father Name Ramdulary Pal

DOB 28/11/1991

Gender Male

Marital Status Single

Language English & Hindi

Nationality India