

Vinod Kumar

Date of birth: 10/03/1992 Nationality: Indian Gender: Male (+971) 503385201
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Personal statement

About me:
Beginning confidence a hard working i wish to you my potential and Inter personal skill and skill to talent for my Organization and individual development and to be assets for my organization.

Key Skills

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Face book, Google Microsoft Office Word
Power Point Excel

Employment History

– CURRENT – DUBAI, United Arab Emirates

(JANUARY 2021 – Present)

Sales Person – MANGAL TRADING CO LLC.

- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers
- Manage point-of-sale processes
- Keep up to date with product information
- Accurately describe product features and benefits
- Follow all companies' policies and procedures
- Prepare paperwork for all deliveries
- Manage delivery and store staff
- Opening and closing of petty cash ledgers
- After sales and servicing
- Booking of installation appointments
- Liaising with subcontractors
- Issuing of quotations and follow-ups
- Manage Face book quote requests, orders, sales and information requests.
- Daily adhere duties
- Stock Take

Invoice Clerk

SUPREME AUTO CARRIER PVT LTD (FEB 2014 – MARCH 2020)

Keeping records of all sales orders and updating of products inventory

- Handling incoming calls pertaining to sales.
- Conducting research on equipment for tenders or purchases
- Going out of the office on company errands
- Overseeing and preparing documents for Tenders
- Handling of daily task that may arise.
- Filing and document organisation

Achievements and responsibilities:

EDUCATION AND TRAINING

BA

HIMACHAL PRADESH UNIVERSITY SHIMLA

SUMMER HILL, SHIMLA, India (31/03/2009 – 31/03/2010)

GURU NANAK INSTITUTE BANIKHET CHAMBA

(DIPLOMA IN COMPUTER APPLICATION)

29/07/2010 – 29/07/2011

LANGUAGE SKILLS

UNDERSTANDING SPEAKING WRITING

Listening Reading Spoken
production

Spoken
interaction

ENGLISH C1 C1 C1 C1 C2

HINDI C2 C2 C2 C2 C2

PUNJABI C1 B1 C1 C1 B2

References

Thanks & Regards

DUBAI, 27/03/2024

Vinod Kumar