



Vivekanand Pal

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Kargi grant Kanhaiya Vihar
Dehradun (UK) India.

Objective

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

Experience

Skundaa Pvt Ltd (FMCG)

Sales officer

JULY 2021 - TILL NOW

Acquisition of new dealers and shopkeepers.

Visited shops every day and taking order on daily basis.

To manage the products in the shelves with support of merchandiser to perform FIFO and LIFO.

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.

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

Collect KYC documents from the dealers and shopkeeper.

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 India

Sales officer

DECEMBER 2020 - APRIL 2021

Ensure quality new acquisition on CA/SA for Resident/Non Resident accounts, Demat, Insurance and SIPs etc.

Penetration of FD and RD to existing and new customers.

Generating leads for other banking products like Personal loan, Home loan, Auto loans etc.

Collect check and verify all necessary customer's KYC documents.

Ensure KYC norms are adhered at all point of time.

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 bank's marketing and branding materials like welcome sign, card accept and POS machine sign, pamphlets, banner posters, pen and diaries to the individual customers and merchants.

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

Always ensure quality customer service to all clients.

Store99 (Magan Enterprises) India

Senior sales executive cum Cashier

FEBRUARY 2017 - JANUARY 2020

Register sale on a cash register accurately by scanning items, itemizing and totalling 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 customer queries and complaints in a polite and courteous manner.

Merchandised, advertised 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 wast, damage and expired product from the store.
Maintained hygiene clean and tidy checkout areas at all time.
Track all appointments, sales, customer comments and complaints for manager review.
Handle sales team and conducted daily deposits to financial institution.
Manage all store operation in the absence of Store Manager.

Education	Doon Business School Dehradun India . Bachelor of Arts (BA Honours). - 2014
Skills	Discipline and Hard work Decision Maker Time Management Team Player Problem Solving Leadership Interpersonal Skills Multitasking
Technical Skills	Microsoft Word MS Excel MS Power Point Email, Printing & Scanning Internet Social media platforms Web browser OS Windows 8 & 10
Language	English Hindi
Personal Details	Father Name Ramdulary Pal DOB 28/11/1991 Gender Male Marital status Single Nationality Indian