



# SHAILESH JETHANI

+971-567791369

shaileshjethani@gmail.com

Bur Dubai,

## EDUCATION

B.Com

## ABOUT

- Nationality - Indian
- Gender - Male
- Passport - X7688788
- Passport Exp - 17/04/2033

## LANGUAGE KNOWN

- English
- Persian [Irani]
- Hindi
- Arabic
- Sindhi

## KEYS SKILL

- Verbal and Written Communication.
- Negotiation Skills.
- Relationship Building
- Product Knowledge
- Problem-Solving Skills
- Time Management
- Persuasion and Influence
- Customer-Centric Mindset
- Organizational Skills
- Resilience and Persistence
- Analytical Skills
- Adaptability and Flexibility
- Presentation Skills
- Team Collaboration
- Digital Literacy & Self-Motivation

## PROFESSIONAL OVERVIEW

I am a good communicator with strong presenting and soft skills, as well as strong marketing management, logic, and problem-solving ability. Highly motivated and results-oriented **Sales Professional** with a demonstrated history of exceeding sales targets, delivering impactful sales presentations, conducting thorough market research, and providing exceptional post-sales support. Known for exceptional communication, leadership, and time management skills.

## WORK EXPERIENCE

### SALES & PURCHASE EXECUTIVE

M/s Fashion Group L.L.C. | Bur Dubai, Sep 2016 – present.

#### Duties & Responsibilities

- Ensure deals are profitable while maintaining strong client relationships.
- Analyze sales data to identify patterns, strengths, and areas for improvement.
- Handle post-sales activities such as onboarding, customer support, and issue resolution.
- Work closely with the marketing team to align sales strategies with promotional efforts.
- Coordinate with customer service, product teams, and other departments to ensure client needs are met.
- Identify and source suppliers for products, materials, and services that meet company specifications.
- Establish and maintain strong relationships with suppliers and vendors.
- Negotiate favorable terms, pricing, and delivery schedules with suppliers.

### SALES REPRESENTATIVE

M/s Fashion Group L.L.C., Bur Dubai, Sep 2012 – Aug 2016.

#### Duties & Responsibilities

- Research and identify potential clients or sales leads.
- Build and maintain strong, long-lasting customer relationships.
- Act as the main point of contact for clients, addressing inquiries and providing excellent customer service.
- Ensure high customer satisfaction through post-sale follow-ups.
- Negotiate pricing, terms, and contract details with clients.
- Managing client relationships and making sales primarily through phone, email, or online communication.
- Maintain accurate records of sales activities, leads, and contacts.
- Stay knowledgeable about the products or services offered, including new features, benefits, and updates.

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

