

**SHYAM SURESH**

Mobile : +971581954812

Email : shyam24dxb@gmail.com

Address: Dubai, United Arab Emirates.

**CAREER OBJECTIVE**

To provide myself with more challenging opportunities and to overcome them by my sincere effort & hard work, and to give a helping hand for upgrading the reputation & fame of the organization and for the betterment of self.

**KEY SKILLS ASSESSMENT**

- Excellent in Customer service.
- Enjoy interaction with customers and assisting them with their queries.
- Professional and confident approach towards assigned work.
- Target driven and self-motivated.
- Able to work in a highly dynamic environment and able to multi-task.

**PROFESSIONAL EXPERIENCE****ZODIAC CLOTHING COMPANY****(2022 to 2023)**

Kozhikode, Kerala, India.

Position held: Sales Executive

DUTIES & RESPONSIBILITIES:

- Meeting and greeting walk in customers.
- Understanding customers preference and to suggest the best clothing according to their requirements.
- Helping customers for a fitting trial and for selection.
- Assisting customers in billing and payment.
- Keeping good relationships with the customers to maintain the retention.
- Daily cash collection and closing.
- Monthly sales report preparation and submission to the sales manager.

**BABY CARE****(2020 to 2022)**

Kozhikode, Kerala, India.

Position held: Retail Sales Representative

DUTIES & RESPONSIBILITIES:

- Meeting and greeting walk in customers.
- Attending to customers, understanding their requirements, introducing and recommend company products as per company standards.
- Assisting customers in billing and payment.
- Keeping good relationships with the customers.
- Stock checking and notifying purchasing department on out-of-stock items.
- Attending and follow-up on B2B trade enquiries.

## EDUCATION AND QUALIFICATION

- Higher Secondary School/Plus 2 - Science June 2019  
From Board of Higher Secondary Examination, Kerala, India,
- Secondary School Leaving Certificate. March 2017  
From CMC High School Elathoor, Calicut, Kerala, India.

## COMPUTER PROFICIENCY

- MS Office Suite
- Windows XP and Vista
- Internet & Email

## PERSONAL INFORMATION

Date of Birth : 13<sup>th</sup> August 2000  
Age : 23 Years  
Sex : Male  
Marital Status : Single  
Passport No : B8100763  
Visa Status : Visit Visa, Valid till 05<sup>th</sup> March 2024  
Language Proficiency : English, Malayalam and Tamil.

I do confirm that all the information provided above is true and correct to the best of my knowledge and I bear the responsibility of the above-mentioned details.

SHYAM SURESH