

# CURRICULUM VITAE

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**SANJAY LAKHANI**

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Email: lakhanisanjay34@gmail.com

Nationality: Indian

Date of birth- 10-Nov-1997

## **Career Objective**

To be part of a leading organization which has customer driven values, human resources and allows to expose my potentials to the maximum extent in a progressive environment with co-operative work culture that fosters the steady growth of the organization & myself.

## **Academic Qualification**

- Secondary from Central Board of Secondary Education Jaipur Rajasthan (2011-12)

## **Personal Appraisal**

- Self-possessed person with a "Can Do" attitude
- Energetic, patient, polite, creative, practical and target oriented.
- Basic Computer skills.
- Capable of working both independently and as a team player.
- Capable of establishing trust and rapport in the working environment.

## **Skills and Abilities**

- **Excellent communication skills**- Outspoken with proven verbal and written communication skills and the ability to interact with Senior Leaders and people from various cultural backgrounds.
- **Analytical and negotiation skills**- good listening and speaking abilities; good negotiation skills helps me win the customers confidence.
- **Interpersonal Skills** - Able to get along well with co-workers and accept supervision.
- **Quick learner**- Results focused with the ability to work and learn independently.
- **Initiative**- Believe in setting long term goals for myself, take full responsibility of my actions.

**Performing well under pressure**- ability to work unsupervised and under pressure and manage competing priorities while staying focused and meeting deadlines.

## **Work Experience**

### **In United Arab Emirates-**

#### **T. Choithram & Sons LLC-(2016- till date) Sales Assistant**

- *Stock Ordering*
- *Local purchase order processing daily basis to local vendors.*
- *Order Import orders Distribution centre.*
- *Communicating Daily mails*
- *Taking orders from INSTA Shop and Now-Now and make sure to be dispatched on time.*
- *Maintaining the INSTA Shop rating up to 4 and 4.5.*
- *Maintaining the INSTA shop stock availability.*
- *Managed customer queries & complaints to ensure efficient operations.*
- *Maintained a good relation between clients and company for customer satisfaction.*
- *Handled the responsibilities of opening and closing supermarket*

### **In India-**

#### **Clothing Sales Associate (ICONIC)**

- Handled back store of Reputed brands Allen Solly, Jack n Jones, Ven heusen etc
- Helped setup window display before major buying seasons such as back to school and holidays.
- Assisted in stocking the shelves with new product and replacing product that had been moved during the course of the day

## **Personal Details:**

- Father's Name: Mr. Vasudev Lakhani
- Nationality: Indian
- Passport No. : P6695444
- Expiry Date: 2026
- Date of Birth: 10<sup>th</sup>Nov 1997
- Marital Status: Single
- Visa Status: Employment Visa
- UAE Driving license ( Validity 15/06/2023)

**Spoken Languages: English, Hindi, Arabic, Sindhi,Punjabi**

References Available on request

