



# SNEHA P S

## Sales Executive

I am actively pursuing an opportunity to apply my extensive knowledge acquired during my graduate studies and three years of professional experience in a well-respected firm. As a commerce graduate, I am committed to advancing my career path, and I bring a disciplined, focused approach along with fresh ideas to contribute to the organization's success.

## Experience

### Expert Advice - Dubai

#### Sales Executive

Mar 2024 - Oct 2024

- Connect with clients to understand their needs.
- Know the products or services inside and out.
- Find potential customers through leads and references.
- Showcase products to clients effectively.
- Negotiate and finalize deals with customers.
- Stay updated on market trends and competitors.
- Maintain accurate sales reports and customer information.
- Work with other teams to improve customer experience.

### Sharekhan

#### Office Assistant

2022 - 2023

- - Maintain records.
- - Monitor market trends.
- - Record dallytransactions.
- - Handle documentation .
- - Print, scan, and draft documents.
- - Perform clericaltasks.
- - Answer calls and take messages.
- - Input Information Into databases.
- - Manage mall correspondence .
- - Open trading accounts and followup with clients.

### Zanz Baby

#### Admin cum Marketing

2020 - 2022

- Manage lists of distributors and creditors.
- Handle typing, printing, and scanning of documents.
- Ensure timely payments to creditors and follow up as needed.
- Respond to phone calls, emails, and Inquiries.
- Oversee product quality and maintain effective communication with staff.
- Process billing and record dally transactions.
- Assist In preparing various reports for management.
- Track staff attendance and calculate over time.

## Certificate

- PDCFA - Professional Deploma in Computerised Financial Accounting
- PDMA - Professional Deploma in Multimedia Animation

## Contact

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- 📞 0567457220
- ✉️ snehaps887@gmail.com

Date of birth : 11/09/1999

Nationality : Indian

Marital Status: Married

Passport No : B6290047

Place : Abu hail

## Education

- BACHELOR OF COMMERCE (B.COM)  
University of Calicut  
2017 - 2020
- PLUS TWO (COMMERCE)  
Kerala Board of Higher Secondary  
2017

## Skills

- MS Excel, Word, PowerPoint
- Web Browsing
- Outlook
- Tally ERP9
- Customer Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

## Language

- English
- Malayalam
- Tamil
- Hindi