



VIREN VASUDEV VALECHHA

PROFESSIONAL SUMMARY

Career's objective: -

Experienced and motivated Sales Executive Professional & Account Assistant with four years in high level environments. Proven track record of expanding business by successfully networking. The ability to cultivate key relationships and consistently generate new business. Self-motivated and driven to help increase the prosperity of a business while working to enhance their reputation.

WORK HISTORY

Sales Promoter

10/2022 – Till Date

Cosmos ITL Group (BRAND NAME: SHARP) – Dubai, United Arab Emirates.

Roles and Responsibility's: -

- Listening to what customers want and helping them find the perfect product for their needs.
- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Engaging in meaningful interactions and building good relationships with clients.
- Following up with clients and providing guidance on product selection.
- Archiving monthly targets successfully with client's satisfaction.
- Established fruitful relationships with key clients and partners, resulting in increased revenues.
- Responsible for resolving problems, identifying and analyzing market trends, monitoring competitor activities and responding to customer needs.
- Trained two new employees in sales industry knowledge, pitch presentation and closing strategies, leading to the new hires outperforming.

Sales Executive

04/2019 – 03/2022

United office Supplies and Equipment – Monrovia, Liberia (West Africa).

Roles and Responsibility's: -

- Monitored vendor accounts and products updates to verify competitive pricing.
- Entered financial information and payments to guarantee accurate and on-time payments for vendors.
- Responsible for Tracking and recording expenses and reconcile accounts to maintain accurate accounts with the help of applications like Tally and zoho books.
- Obtained revenue and paid invoices by verifying and completing payable & receivable transactions.
- Keeping of accounts in tally of NGO, Ministry (Government) firms.
- Efficiently handled diverse office functions, including filing, sorting & handling incoming & outgoing mails.
- Kept physical files and digitized records organized for easy updating.
- Helped clients navigate for services supplied, keeping records of client interactions and transactions, recording details of inquiries as well as action taken.

CONTACT



Dr. Habeeb Building, Behind City
Max Hotel, Mall of Emirates, Dubai,
United Arab Emirates.



+ 971 – 529856065



virenvalechha56@gmail.com

SKILLS

- IT skills-MS-Excel, MS-Word, MS-PPT
- Receptivity to learning
- Adaptability to change
- Interpersonal and communication skills
- Documentation & reporting
- Filing and paper management
- Relationship building
- Customer service
- Excellent communication and listening skills
- A positive attitude
- Accounts Payable and Receivable (AP/AR)
- Cash handling
- Invoicing and collections
- ERP software
- File and database management

PERSONAL DETAILS

Name as in Passport : Valechha Viren Vasudev

Date of Birth: 27th January, 1999

Hobbies: Drawing & Cooking.

Marital Status: Single

Nationality: Indian

Languages: English, Sindhi, Marathi & Hindi:
Native Languages.

- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities.
- Helped resolve client problems quickly with superior customer service.
- Maintained routine communication with clients to assess overall satisfaction, resolve complaints and promote new offerings.
- Answer phone calls from customers with inquiries or complaints and resolve the issue as quickly as possible.
- **Tele-sales Representative:** Placed sales phone calls and answered customer calls, answered phone calls from customers with inquiries or complaints and resolve the issue as quickly as possible.

Executive

07/2017 – 02/2018

Datamatics – Nashik, Maharashtra, India

- Respond to clients' requests via telephone and email
- Supported manager with daily operational functions
- Copied, logged and scanned supporting documentation
- Entered details such as payments, account information and call logs into the computer system.

Information Officer

02/2017 – 05/2017

Trade bulls Brokerage Agency – Nashik, Maharashtra, India

- Assisted with developing and managing advertising campaigns
- Followed up with over [50] clients each week to verify that they were satisfied with purchases
- Communicated clear expectations and goals to each team member.

EDUCATION

2021-2023

Inspired University College – Dubai, United Arab Emirates.

Bachelor in Business Administration

2016

J.D.C Bytco English Medium High School – Nashik, Maharashtra, India.

2014

Barnes School and Junior College – Nashik, Maharashtra, India.

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