



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.

Accounts Assistant

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



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United Arab Emirates.



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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.