



VISHNU M. P.

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About me

Highly motivated sales professional seeking a sales representative position with a reputed Firm, where I can contribute my strong customer service and negotiation skills. I bring three years of retail sales experience and a bachelor's degree in business management. To be associated with a progressive organization as a sales professional who can contribute significantly in a responsible position that demands commitment and perseverance.

Skills

Technical skills

- MS Office, Tally

Personal skills

- Leadership
- Organization
- Excellent communication skills
- Team Management
- Work allocation
- Hard working and innovative
- Quick Learner

Languages

- English
- Malayalam
- Hindi
- Tamil

Qualities

- Result-oriented team player
- Risk and time management skills
- Highly enthusiastic to learn
- Self-motivated
- Total commitment attitude
- Flexible depending on the situation

Work Experience

EMIRATES ISLAMIC

Legacy Smart Financial Services, Financial Center, Dubai, UAE, Aug 2022 – Feb 2023

Role: Sales Executive

Key Accountabilities:

- Organizing and delivering documents.
- Filing reports, updating records and communication with clients.
- Using book keeping databases, spreadsheets and software.
- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.

Al Hooth Hypermarket, Al Ragaib, Jurf, Ajman, U.A.E, Nov 2020 – Dec 2021

Role: Accounting Clerk

Key Accountabilities:

- Organizing and delivering documents.
- Filing reports, updating records and communication with clients.
- Using book keeping databases, spreadsheets and software.
- Posting nancial transactions using appropriate.
- Receiving and recording vouchers, cash and checks.
- Entering debits and credits into software applications and databases accurately.
- Producing a variety of reports including income statements and balance sheets.
- Checking for accuracy in reports, gures and postings.
- Reconciling and reporting any discrepancies found in the records.

Freshcilious Super Bazar Pvt Ltd, Bengaluru, India, Jan 2019 – Aug 2020

Role: Supervisor

Key Accountabilities:

- Performed general o ce duties and administrative tasks.
- Maintaining the required standards of the department including hygiene.
- Checking invoices against Local Purchase Orders to ensure goods have been ordered, the cost price is correct and the barcodes match.
- Ensuring stock is transferred from the warehouse to the store and that there is satisfactory stock rotation.
- Maintaining all matters relating to Health and Safety on the department.
- Maintain a marketing team and monitor & Help to ful l their Targets.
- Supervising Labors in Plant.

Shaziim Smartphone Care, Kerala, India, Aug 2015 – Dec 2018

Role: Sales Executive

Key Accountabilities:

- Presented management/supervisor lead with ideas to showcase product on the sales oor.
- Collaborated with department team members and management/supervisory lead to actively provide customers with a great shopping experience while providing solutions to their electronics needs.
- Consulted with customers to understand exactly what their needs were and provided tailored recommendations and solutions.
- Contacted customers to follow up on previous purchases while suggesting new merchandise and informing them about promotions and upcoming events.
- Communicated with customers, team members, and superiors to reinforce proper procedures.

Education

Bachelor of Business Management, 2015

Bangalore University, Karnataka, India.

Higher Secondary, 2012

TMVHSS , Akkikaavu, Kerala, India

Cost and Profitability aspects of MYTHREE Associates Integrated EMU Farms- This dissertation is submitted to Bangalore University in partial fulfillment of the requirement for the Bachelor of Business Management.

Personal Details

Date of birth : 24-08-1993

Nationality : Indian

Marital Status & Sex : Single & Male

Passport No : P2092743

UAE Driving Licence Number : 333730

Declaration

I hereby declare that the information given above is true to the best of my knowledge.

VISHNU M. P.