

VIVEK P

SALES EXECUTIVE

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Dubai, UAE

+971 56 336 9646



Profile

Results-driven and motivated sales professional with 1 year of experience in driving revenue growth and fostering strong customer relationships. Demonstrated success in consistently achieving or surpassing sales targets, with a solid understanding of customer needs and market dynamics.

Work Experience

❖ SALES EXECUTIVE

Gocolors (Reliance Trends). 2023 – 2024 Kerala, India

Duties & Responsibilities

- Actively promoting and showcasing products to potential customers to boost sales.
- Establish and nurture relationships with both new and existing customers through regular contact and attentive service.
- Develop and implement strategic sales plans to hit targets and support business objectives.
- Monitor market trends and competitor activity, adapting sales approaches accordingly.
- Generate regular reports that evaluate performance and forecast future sales.
- Represent the company at conferences, exhibitions, and events to attract new clients.
- Coordinate with internal teams (marketing, product, operations, customer success) to align on client needs, stock, deliveries, and feedback.
- Manages shop cashier duties and executes billing through the POS system.
- Adhere to company policies—handling returns, cash procedures, promo redemptions—ensuring compliance with loss-prevention standards.
- Bag or wrap items appropriately, maintaining a stylish presentation in line with showroom aesthetics.
- Redeem coupons, loyalty points, or gift cards correctly.

❖ Audit Assistant

Shaju & Associates (CHARTERED ACCOUNTANTS). 2024 – 2025 Kerala, India

Duties & Responsibilities

- Prepare and maintain accurate financial statements, reports, and ledgers.
- Assist in preparation and finalization of accurate Financial Reports to specific deadlines.
- Preparation of bank reconciliation, Credit Card reconciliation, GST Reconciliation, expense tracking, and cash flow monitoring.
- Post financial transactions in accounting software and system up to date.
- Preparing and analysing financial statements like Trail Balance, Profit & Loss account, Balance Sheet.
- Provide directions and advice to the clients and their staff for keeping accurate books of accounts.
- Handle monthly, quarterly, and yearly financial closing processes.
- Ensure timely submission of GST returns, TDS payments and compliance with tax regulations.
- Prepare and maintains accurate records and reports of payroll transactions.
- Monitoring spending and budgets.
- Perform year-end accounting activities such as reconciliations and closing journal entries.

Skills

- | | |
|-----------------------------------|---------------------------------|
| • Customer service | • Cash Handling & POS |
| • Attentive learning | • Time Management |
| • Accounting software proficiency | • Excellent attention to detail |
| • Problem solving | • Leadership |
| • Teamwork | • Auditing |

Education

- 2023 – 2024 International Certificate of Finance Management (ICFM) -IAAP LONDON, UK
- 2020– 2023 Bachelor of Commerce - University of Calicut

Certificate Courses & Training

- Tally Certification
- SAP FI – Co Power User Course Certification.
- Microsoft Office Specialist.
- GCC VAT.
- GST

Computer Proficiency

- | | |
|-------------------|---------------|
| • Microsoft Excel | • Tally Erp-9 |
| • Microsoft Word | • Quick Books |
| • Tally Prime | • Peachtree |
| • SAP | |

Languages

- | | |
|---|--|
| • English
Professional working proficiency | • Malayalam
Native or Bilingual Proficiency |
| • Hindi
Professional working proficiency | |

Personal Information

- | | |
|-----------------|--------------|
| • Passport No | : C2373531 |
| • Date of Birth | :24/04/2002 |
| • Gender | : Male |
| • Visa Status | : Visit visa |
| • Nationality | : Indian |

Declaration: -

I hereby declare that all the statement made in the applications are true and complete to the best of my knowledge and belief. I have not suppressed any information.

Vivek P