



Amarnath Sha

Contact details

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Tilal Al Ghaf, Sports City, Dubai

Profile

A versatile and result-oriented professional with hands-on experience in sales, customer service, inventory management, and collection operations. Proven track record in handling large customer base, coordinating logistics, and maintaining stock accuracy as a Store In-charge. Skilled in communication, problem-solving, and building industries including automotive, hospitality, and FMCG.

Professional Experience

Collection executive – N.V Enterprises India

2023-2025

- Responsible for collection of dues from a large number of customers.
- Maintained regular follow-ups to ensure timely collection.
- Prepared daily reports of collections and outstanding amounts

Sales executive – ITC Frozen Food, India

2021-2023

- Handled B2B and B2C sales of frozen food products across a wide customer base.
- Collected payments from clients while maintaining accurate transaction records.
- Increased product visibility through effective merchandising and client coordination.
- Worked as store supervisor coordinating logistics, and maintaining stock accuracy of the stock.

Receptionist – Hotel Ritz, India

2020-2021

- Greeted guests and handled check-in/check-out procedures efficiently.
- Managed booking inquiries and maintained daily front-desk operations.
- Ensured excellent customer service to enhance guest satisfaction.

Sales Executive – Jawa Motorcycles, India

2019-2020

- Promoted motorcycle sales by engaging with potential customers and explaining product features.
- Managed customer relationships to drive repeat business and referrals.
- Assisted in showroom operations, maintaining inventory display and records.

Education

- Post Graduate Diploma in Computer Application - Completed in 2023
- Higher Secondary Certificate (12th) from Telangana Board Of Intermediate Education - Completed in 2020

Skills

- Sales & Customer Relationship Management
- Warehouse & Inventory Management
- Collection & Account Follow-up
- Front Office & Reception Operations
- Communication & Interpersonal Skills
- Stock Monitoring & Dispatch Coordination
- Problem Solving & Decision Making
- Time Management & Multitasking

Achievements

- Successfully managed the dispatch of goods to a large customer base without stock discrepancies as Store-Incharge.
- Consistently achieved Sales targets
- 100% collection track record
- Recognized for handling front desk operations efficiently, ensuring high customer satisfaction in the hospitality sector.

Languages

- English, Hindi, Bengali, Telugu

Personal details

- Date of Birth : 4th September 1999
- Nationality : Indian
- Marital Status : Single