

## **RESUME**

NOORUBHAI SHAIK ASLAM

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### **OBJECTIVE:**

Being motivated with good attitude, sales Executive having experience in managements, strong advocacy, Communication and group collaboration skills. This will provide growth opportunity with effective utilization of my skills and experience also the opportunity to learn more in professional atmosphere.

### **EDUCATION QUALIFICATIONAS:**

- B.COM (computer applications) from YVU University, A.P in 2018.
- Intermediate (MPC) from Board of Intermediate Education, A.P in 2015.
- SSC Board of Secondary education, A.P in 2013.

### **EXPERIENCE:**

- Having 1year(2020to 2021) of experience as a sales executive in shivani super market.

### **RESPONSIBILITIES:**

- Greet and direct coustomers.
- Provide accurate information(e.g product features, pricing after sales service).
- follow up for payment.
- maintain good relation with client
- Operating internet, updating all records.
- Maintaining relationship with targeted customers, customer service.
- Immediately attends to customer complaints.
- Ensure racks are fully stocked.
- Answer coustomer questions about specific product and services.

**TECHNICAL QUALIFICATIONS:**

- MS office.
- Typing.
- Installation of operating systems.
- outlook

**PERSONAL SKILLS:**

- Computer literate, knowledge in word and excel.
- Effective communication and Interpersonal skills.
- Fast-learner, can understand product description and Key selling points.
- Proactive, self-motivated attitude to help customers.

**LANGUAGES KNOWN:**

- ENGLISH(fluent)
- HINDI
- TELUGU
- URDU

**PERSONAL DETAILS:**

Name : N.S.ASLAM

Gender : Male

DOB : 10-2-1998

Marital status : un married

Nationality : Indian

Address : 18/224, Penna nagar street, Proddatur.  
Kadapa district.

**DECLARATION:**

I consider myself familiar with the above mentioned aspects. I hereby declare that the above information given by me is true to the best of my knowledge and belief.