

RESUME

SANGEM PRAVEEN KUMAR

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Dubai, UAE



PROFILE SUMMARY

- Academically astute individual offering in-depth academic knowledge
- Self-motivated, hardworking and goal-oriented
- Creative, Resourceful, committed and an optimist
- Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative.
- Good communication skills, verbal & written

CAREER OBJECTIVE

To work in an environment where I get a chance to gain knowledge which can be shared and enriched, where I can utilize my skills and expertise to the optimum towards achieving my goal.

CURRENT EMPLOYMENT HISTORY

Company : SAFCO INTERNATIONAL GEN TRDG LLC

Position : Invoicing.

Location : Dubai Investment Park ii, Dubai

Duration. : 1 Years

JOB PROFILE

- Making LPO, receiving stocks & handling self-collection customers.
- Conducting product overview presentation to the clients with emphasis on the new products. Offering superior client service and ensuring total customer satisfaction by following up on LPO to make timely deliveries.
- Liaising with the store manager for evaluating existing inventory in order to place orders, prepare weekly / monthly sales and stock report for the management along with suggestions for future actions.
- Coordinated with / assisted the Concept Manager on issues such as forth coming consignment details; merchandise planning for seasons; sales promotions etc.
- Reported all issues pertaining to discipline & time keeping to the W/H Manager.
- Provides customers with fast, friendly and accurately services.
- Ensure good customer service and satisfaction at all times.
- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
- Assist in floor moves, arrangement, display maintenance, and housekeeping.
- Assist in processing of stock movement, expiry and monitoring floor stock.
- Communicate customer requests to management & Assist Participate in year-end inventory and cycle counts.

RESUME

EDUCATIONAL QUALIFICATION/ ACADEMICS

- Pre degree completed

LINGUISTIC KNOWLEDGE

English, Hindi & Telegu.

PERSONAL DETAILS

- Date of Birth : 27th July 2001
- Nationality : Indian
- Status : Single
- Passport Number : U2421548

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and if given an opportunity, I promise to give the best of my abilities to the organization.

PRAVEEN