



MY BACKGROUND

Highly motivated sales associate with extensive customer service and sales experience. Out going sales Professional with track record of driving increased sales.

CONTACTS

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SHAHEER

SALES SUPERVISOR

CUSTOMER SERVICE SUPERVISOR

AFTER SALES AND SERVICE INCHARGE

CAREER HIGHLIGHTS

Sales Supervisor- 5 YEARS (ELECTRONICS)

Lulu Hypermarket Trading.Co, Doha, Qatar | DEC 2016 – FEB 2022

- Preparing Invoices, Payments & Receipt Vouchers.
- Receive and report on all sales leads
- Preparing Bank Entries.
- Supervise sales representatives and assistants
- Answer potential customer questions and follow-up call questions
- Work with sales team when closing sales
- Establish Working relationships Clients
- Controlling Credit and Chasing data
- Preparing stock report for audit support
- Daily Sales Report
- Display & Customer Attractions
- Customer relationship, Inquiry & Service
- Stock Maintaining
- New product launch & Promotion activities
- Track weekly, monthly, and quarterly performance and sales metrics
- Meet all sales quotas and goals
- Assist sales representatives and team to meet and exceed goals

Service Engineer (MOBILE HARDWARE AND SOFTWARE)

Hypertech Cellular Research & Training, Kunnamankalam, Kerala | FEB 2014 - April 2016

- Repair to manufacturers guidelines
- Perform software related/cosmetic repair to handsets in order to remedy diagnosed fault
- Perform basic fault finding
- Ascertain the warranty status of a handset in order to eliminate damaged equipment
- Support team as and when necessary

PLUS POINTS

Flexible and optimistic
Highly trustworthy, discreet and ethical
Possess analytical & problem solving skills
Good team player and leader
Excellent communication skills
Analytical and problem solving skills

PERSONAL DETAILS

Date of Birth : 22/01/1995
Nationality : India
Marital Status : Single
Visa Status : Visit visa

EDUCATION AND CERTIFICATIONS

Diploma in Mobile Technician | 2013
Hypertech Cellular Research & Training

Grade XII | 2012
Board of Higher Secondary Education

Grade X | 2011
Secondary School Leaving Certificate – Govt. of Kerala

COMPUTER SKILLS

Operating Systems

- Windows 7/8.1/10
- Packages MS - Office, Excel, Power point
- Computer applications
- Internet web browsing
- Drafting Mails
- Illusator and Photoshope
- CRM
- SAP Logon (Verision 7400.1.0.1093)

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam
- Tamil