

SUMIT ANAND

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EMPLOYMENT DETAILS

Juta Junction- Shalimar Bagh(may 2021-December 2022)

My Roles & Responsibilities:

- Worked as salesman which involved selling & promoting shoes products.
- Coordinated with the manufacturers, wholesalers, and independent agents in promoting shoes products.
- Attended regular meetings and business seminars to enhance my knowledge in selling.
- Ensured that the scheduled shipments of the products are posted on the bulletin board.
- Negotiated with the current customers and introduced new shoes products.
- Conducted cold visits to prospects to increase customer base.

Sethi Garments-Karol Bagh (Feb 2010- Mar 2019)

My Roles & Responsibilities:

- Worked as salesman which involved selling & promoting garment products.
- Attended to all customers who enter store premises.
- Processed all special discounts given by the store.
- Provided the list of the stocks of garments that were displayed on the shelf.
- Submitted daily reports about the sales and the new order of garment products.
- Coordinated with the management of Sethi Garments to ensure the quality of products.
- Conducted an internal audit and inventory of the products every third week of the month.

Export Hut – Karol Bagh (May 2005 - Feb 2010)

My Roles & Responsibilities:

- Worked as salesman which involved selling & promoting garment products.
- Greets people who walk in the store; respectfully asks if they need assistance.
- Assists customers in finalizing the purchase of the product; processes type of payment and make sure customer is given a receipt and exact change.
- Provided the list of the stocks of garments that were displayed on the shelf.
- Submitted daily reports about the sales and the new order of clothes.
- Coordinated with the management of the Export Hut to ensure the quality of fabrics.
- Introduced the use of PowerPoint in the presentations during the seminar.
- Conducted an internal audit and inventory of the products every week of the month.

Extra skill

- Car driving experience in India over 15 years.

ACADEMIC QUALIFICATIONS:

- Higher Secondary from National Institute of Open Schooling

I hereby declare that all the information contained in this resume is in accordance with facts or truth to my knowledge. I take full responsibility for the correctness of the said information.

Signature**Sumit Anand****Dated.....**