



ATHIRA VIJAYAKUMAR

CONTACT

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WORK EXPERIENCE

Sevens Event Management {Eastern (White Puttu Podi)}

OCT 2020 — OCT 2020

Sales

- Setting up stands and arranging products, merchandising and other material according to instructions
- Approaching and interacting with passers-by
- Persuading potential clients to purchase products or services or to sign up.
- Recording the contact details of potential clients
- Handing out leaflets, flyers and other materials
- Writing up a report at the end of each working day

Monons Extractions Trading LLC

JULY 2020 — AUGUST 2020

Bakery Product Sales Girl

- When customers order cookies, cakes, or bread, bakery workers package these baked goods. Bakery workers make sure that packaging is secure, presentable, and neat.
- Handle food, bakery workers maintain a sanitized workplace. This includes cleaning the work area, wiping surfaces, and washing utensils and machinery after use.
- Bakery workers attend to customers and make sure that their needs are met. Bakery workers occasionally take orders from customers in addition to handling customer complaints. Bakery workers check up on customers during their meals and inform them of daily specials.
- Bakery workers count and sort baked goods and keep track of the inventory. They also visually inspect baked goods to make sure that quality is maintained in all products
- Bakery workers help prepare products for the head baker. This often includes preparing icings and toppings, cutting fruit, removing baked goods from the oven, and mixing ingredients

MehDu Kalleh Dairy Products, Dubai

MAR 2019 — JAN 2020

Dairy Products Sales Girl

- Provide all the needed information on promoted products and services
- Assist customers in finding the suitable product they are looking for.
- Provide advice and guidance on product selection to customers.
- Build lasting relationships with customers by contacting them to follow up on purchases, suggest purchase options and invite them to upcoming events.
- Consistently seek new product knowledge to act as an expert for the customer.
- Present products using interactive materials such as videos, charts, slideshows etc.
- Set up booths or promotional stands and stock products.
- Arrange merchandise to look tidy and attractive to customers.
- Disseminate product samples, brochures, flyers etc.
- Engage with customer and discover their wants and needs.

- Submit daily sales report through the company sales app.

SMEG Distribution Events, Dubai

JAN 2019 — FEB 2019

Product Sales Girl

- Demonstrate and provide information on promoted products/services
- Create a positive image and lead consumers to use it
- Use lectures, films, charts, and/or slide shows
- Distribute product samples, brochures, flyers etc. to source new sales opportunities
- Identify interest and understand customer needs and requirements
- Set up booths or promotional stands and stock products
- Report on demonstration related information (interest level, questions asked, number of samples/flyers distributed etc.)

FMCG Event Management, Dubai

JAN 2019 — JAN 2019

Weekend Sales

- Setting up and maintaining a demonstration area, such as a table, stand, or booth at various events.
- Keeping the demonstration area tidy and well stocked with products, samples, and/or literature.
- Demonstrating the features of a product or service to potential customers.
- Employing interactive materials such as videos, charts, or slideshows to share information about a product or service, when necessary.
- Answering any questions potential customers might have about a product or service.
- Recording transactions and stock levels.
- Processing customers' payments.
- Generating reports that outline customers' interest levels, questions asked, number of products/samples/literature sold and/or distributed at various events.
- Staying up to date with product or service features.

AW Rostamani, UAE

OCT 2018 — OCT 2018

Tele Sales Representative

- Using the data provided by telemarketing representatives to pursue promising leads with persuasion and persistence
- Converting difficult leads into customers
- Cutting costs per sales while increasing conversion rates by reducing travel expenses and number of field representatives
- Helping to reduce the number of people on the sales team
- Cold calling and helping to reduce negative reaction from leads
- Providing brand recognition by leaving buyers with an excellent impression of a company through effective customer relations, empathy and effective communication skills

City Coast Technical Services L.L.C, Dubai

MAY 2017 — MAR 2018

Office Assistant

- Greet visitors in a professional manner
- Provide visitors with information and direct them accordingly
- Answer phone calls and direct callers to the appropriate party
- Process, sort, and route incoming and outgoing mail
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Coordinate and schedule appointments and meetings
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research

Sales Girl

- Greet customers at the store and provide them with information on their required products.
- Lead customers to desired shelves or aisles and assist them in locating products
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.
- Provide information regarding prices and after-sales services and ways in which the latter can be obtained.
- Suggest additional products in a bid to meet the company's and self-sales targets.
- Assist customers in making decisions regarding suitable purchases based on their specific likes.
- Lead customers through the payment process by assisting cashiers with discount information and markdowns.
- Oversee wrapping or bagging of purchased items to ensure that they meet the store's standards and the specific instructions of customers.
- Make cold calls to new customers in a bid to prospect them for business and meet sales goals.
- Call existing customers to provide them with information on new products or discount options and markdowns.
- Create sales reports, detailing all transactions made in a day for the purpose of informing the management of individual sales progress.
- Oversee the cleanliness and replenishment of shelves according to marketing and sales directives.

QUALIFICATIONS

High School

The Royal Academy Private School, Ajman

Commerce

INTERESTS

1. Listening to music
2. Tech knowledge articles
3. Science
4. Sports
5. Volunteering and community involvement
6. Making music
7. Photography
8. Socializing
9. Dance

REFERENCES

References available upon request.

PERSONAL SKILLS

1. Having a persuasive personality & focused on achieving goals
2. Capable to handle work pressure
3. Fluent speaker in English
4. Smooth Driver
5. Creative Thinking
6. Excellent Communication
7. Quick learner
8. Pleasant and friendly character
9. Optimistic and positive attitude

- 10. Ability to deal with people diplomatically
- 11. Hard worker
- 12. Ability to be in any extreme conditions
- 13. Customer Satisfaction

PERSONAL DETAILS

Address : Malappuram, Edappal, Kololamba

Date of Birth : 06-02-1999

Gender : Female

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Malayalam, Tamil

Driving License No. : 319427

Driving License Expiry: 20-12-2022

DECLARATION

I hereby declare that the information given is correct to the best of my knowledge and that I have not withheld any information which may affect my suitability for employment.