

CURRICULUM VITAE



Soniya Surendran

Contact No

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E-Mail

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Personal Data

Date of Birth:

21/05/1985

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa

IT Skills

MS Office, Adobe

Photoshop

Strengths

UAE Driving License,
Leadership, Good
communication skills,
Social, organised

Hobbies

Travelling, Driving,
Social networking

Languages Known

English, Hindi,
Malayalam

Career Objective

Seeks a challenging career in a progressive organization and be vitally involved in the Sales & Marketing where I can apply my knowledge/skills in order to contribute to the achievement of the Organization's goals as well as my personal growth. I assure to uphold your quality standards, policies and production.

Experience in U.A.E.

☐ **Gulf Drug LLC - Sales Executive (2019-2022)**

Introduced the haircare brand "Streax Professional" & skin care brand "Alissi Bronte" all over the U.A.E. market. Strived to achieve the sales goals for the company with the assistance of the Sales Manager & Sales Associates. Analyzed market segments to identify new business opportunities to expand the existing customer base significantly.

☐ **Gulf Power Corporation General Trading LLC – Sales Executive (2015 – 2019)**

Established the beauty brand "Nature's Essence" & "Nature's Professional" in U.A.E. Meeting clients and customers on daily basis, improve the sales and marketing, initiate orders including deliveries, research & development about the market, preparing sales report & telemarketing.

☐ **Spinneys Dubai L.L.C - Customer Service Assistant/Sales (2011-2013)**

Greeting customers, scan goods & issue receipts, refunds, change or tickets.

Redeem stamps and coupons, cross-sell products and introduce new ones.

Resolve customer complaints, guide them and provide relevant information. Bagging groceries, maintain clean and tidy checkout areas. Track transactions on balance sheets and report any discrepancies. Ensure pricing is accurate.

Responsibilities

- ☐ Organizing sales visits
- ☐ Demonstrating and presenting products
- ☐ Establishing new business
- ☐ Maintaining accurate records
- ☐ Attending trade exhibitions
- ☐ Conferences and meetings
- ☐ Negotiating contracts and packages
- ☐ Maintaining good relationship with clients
- ☐ Aiming to achieve monthly or annual targets.

Education

- ☐ **M.A. English Literature**, Madhurai Kamaraj University (May 2014)
- ☐ **B.Ed. in English language and Literature**, University of Kerala (September 2007)
- ☐ **B.A. in English Literature**, University of Kerala (April 2006)

Declaration

Having a high regard for honesty, integrity and responsibility, combined with a caring attitude, I can be a valued member of your team.

Place: Dubai

Date :

Soniya Surendran