**RESUME**

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| **Vinod Kumar**  **Sales, Marketing & Administration Professional**  **E-mail:** [vknd84@gmail.com](mailto:vknd84@gmail.com)  **Contact No:** +971 508092562  Dubai, UAE  Kerala No: +91 9809821348 | Vinod (1) |

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| Result driven Sales, Marketing & Administration Professional with good business acumen and knowledge encompassing a business areas, with emphasis on sales, marketing, market research, office and outlet administration, handling key customer accounts and developing client relationship. Proven ability of achieving set marketing and revenue targets. Dynamic and self motivated by personality with ability to work in pressurized environment. Possess excellent client convincing, negotiations, coordination, interpersonal and communication skills. |

**CAPABILITIES**

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| * Compile Administration and Technical Monthly Reports for necessary verifications. * Retain existing customers and aim for new opportunities of business growth. * Maintain client profile, record competitor activities and implement strategic sales plans. * Maintain excellent client relationship, follow up regularly on accounts, feedback to management on performance and help clients get maximum benefit from service. * Review sales, marketing and Administration operations. Take care of business development, staff unity and motivation, order execution, price negotiations and effective pre-post follow up with clients. * Identify new markets to penetrate and recommend strategic plans for increasing business. * In charge for filing all faxes/documents related to designing, promotional campaigns, staff details, other functional activities. |

**CAREER PROGRESSION**

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| **Store Manager** |  |
| DAMAS ,UAE | DEC 2006 – DEC 2018 |

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| * Managing independently the complete operations of the shop while managing sales team. * Maintaining and monitoring the ROI, STOR, ATV, UPT, AUP * Supervising the performance of the whole staff; monitoring their adherence to the company’s standards and providing them motivational schemes to achieve their targets. * Conversant with the current market trend in terms of size, weight, design and pattern accumulated through the participation to stock taking activities. * Ensuring compliance to security procedures to avoid any occurrence of problems as well as informed the senior management for further implementation of necessary actions. * Developing a performance appraisal for the team members as per the DAMAS standards. * Monitor competitor’s activities and promotions and give feedbacks to the Sales Manger. * Prepare action plans to achieve sales targets. |

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| **Sales Consultant** |  |
| DAMAS ,UAE | JAN 2005 -DEC 2006 |

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| * Generating stock report * Fulfilling outlet requirements * coordinating with suppliers * Inventory and billing * Assisting/dealing with customers * Computing selected jewelries by the customers * Proper merchandising of newly arrived jewelries * Attending suggestions/complaints by the customers |  |
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| **Sales officer** |  |
| ALUKKAS JEWELLERY KOZHIKODE KERALA, INDIA | 2001- 2004 |

* Assisting/dealing with customers
* Computing selected jewelries by the customers
* Proper merchandising of newly arrived jewelries
* Attending suggestions/complaints by the customers

**EDUCATION – TRAININGS**

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| * **Bachelor in Commerce** |  |
| Calicut University, Kerala, India (1997-2000) completed | |
| * **Travel and tourism** |  |
| Universal group of institution kochi, India (1999 - 2000)  **Audit Assistant**  Joe and willy Chartered Accountant (2001)   * Pre Degree (1996) * **SSLC**   Dept of general education, kerala state, India (1994) | |

**ADDITIONAL TRAINING RECEIVED**

**Diploma in Accredited Jewellery Professional (Gemological Institute of America)**

**Damas corporate learning centre -** The leader the manager, Security and vigilance, Effective work place habits**,** Gemstones, Watch, Diamond , Pearls product knowledge, selling skills and Effective communication skills

**PC SKILLS**

Microsoft Word, Excel

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 24-07-1979, 40yrs

Marital Status : married

Visa Status : Visit Visa (Exp date:10-08-2020)

Languages : English, Hindi, Tamil & Malayalam.

Arabic working knowledge

Passport no : L1493213

**DECLARATION**

**I, hereby declare that all the details furnished above are true and genuine.**

Place :

Date : Vinod kumar