Curriculum Vitae

**Yash Dalwani**

**Plot no 12 Ghanshyam Nagar Antarjal Adipur 370205**

# Mob: + 91 9537292385

**Email:** **yashdalwani224@gmail.com**

**Personal Profile**

Proactive manager with demonstrated leadership abilities, having experience in sales and marketing with graduation makes me a suitable candidate for a position in the field of sales department at your esteemed organization. I am looking for your favorable response for showing my skills and knowledge as well as learning new things. I believe that I would be able to make a significant contribution to your company's management team and willing to achieve the companies’ goals.

* **Completed Higher Secondary Education with Commerce.**
* **UAE 4 Years’ Experience In Sales.**
* Completed and certified in Tally and Excel.
* Solid communication skill in English, Arabic, French, Hindi.
* Managing all tasks properly and punctually.
* Flexible and can adopt to any given situation

**Target Job**

Job Location Industry /Type Employment Status

: UAE.

: Store Manager / Sales Executive

: Full time

**Educational Qualifications – Academics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University / Board** | **Year** | **Aggregate** |
| **12th** | **Excelsior Model School** | **2014-15** | **61%** |
| **10th** | **Excelsior Model School** | **2012-13** | **60%** |

**Professional Experiences**

Company : Manish Talreja Lighting L.L.C

Position : Manager

Duration : Jan 2019- Jan 2023

* Immediately attends to customer complaints and works to have it resolved in the fastest way possible,
* Ensuring Timely Delivery of Goods to Clients.
* Collect, organize and summarize the information requested by manager.
* Take care of documentation of incoming and outgoing inquires.
* Deals with clients and customers to maintain corporate relations.
* Provide accurate, efficient and committed office work

**Personal Profile**

* Languages Known : English, Hindi , Arabic , French (Spoken)
* Visa Status : Residence Visa
* Visa Expiry : 27th June 2023
* Date of Birth
* Marital status
* Reference
* Residence
* Strength
* Availability

: 15th Aug 1997

: Married

: On request

: Adipur, Gujarat, India

: Hard worker, fast learner, problem solving, leadership, self-motivated & result oriented

: Immediate

I hereby declare that the above given details are correct to the best of my knowledge and belief.

**Sincerely Yours,**

# Yash Dalwani

**Place: Gandhidham.**

