

## **CURRICULUM VITAE**

### **ABDUL SAWAD**

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### **OBJECTIVE**

Success-driven team player who works well with marketing as well as research and development departments. Brings understanding of the sales funnel process and a willingness to work with everyone on the team to reach company goals

### **EDUCATION QUALIFICATION**

- HSE : Passed from Board of Higher Secondary Education, Kerala
- SSLC : Passed from Govt of Kerala

### **COMPUTER KNOWLEDGE**

- Accounting (MS Office, Tally ERP9, Peachtree, MS Excel, Quick Office)

### **WORKING EXPERIENCE**

- Worked as a Sales Executive in a Textile Shop, Mangalore, Karnataka, India for a period of 1 years (April 2015 to May 2016).
- Worked as a Sales Officer in a Muthoot Finance in Kerala , India for a period of 2 years ( July 2016 to September 2018 )

### **Job responsibilities:**

Responsible for delivering a friendly service, smiling, greeting and making eye contact with every customer that comes to the store. Playing an active role in providing customer a positive experience and driving sales.

- Prepared monthly, quarterly sales reports and documented discussions of meetings.
- Presented innovative ideas to revise weekly promotional campaigns and drive new sales.
- Contacted customers on mail or called them to inform about the latest offers and handled online promotional activities for the organization.
- Managed client questions and coordinated with them to identify account requirements.
- Assisted new customers in filling forms to help them avail benefits of the different services provided.
- Handled customer queries and gave information about the services.
- Monitoring and evaluating sales results as well as initiating steps to boost profit opportunities and productivity levels in the branch.

**Duties:**

- Meeting and greeting customers when they enter the shop.
- Answering queries from shoppers.
- Cataloguing stock & performing inventory checks.
- Reporting any issues of concern to senior managers.
- Checking and replenishing stock on displays.
- Handled visual display of products.
- Participate in product promotion.
- Getting items from the stock room.
- Disposing of any discarded litter and wrappings.
- Making sure baskets are available for customers to use.
- Helping customers find different products within the store.
- Work hard to meet sales targets.
- Attend to customers grievances & redress the same.

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Arabic (Read & write)

## PASSPORT DETAILS

Passport No : L9686194  
Date of issue : 09-06-2014  
Date of Expiry : 08-06-2024  
Place of issue : Kozhikode, India

## DRIVING LICENSE

➤Valid Indian Driving license (Light Motor Vehicle & Motorcycle with Gear)

## PERSONAL PROFILE

Father's Name : Abbas  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Permanent Address : U.A Safa Manzil  
Choorithadka, Kodyamma (P.O)  
Kasaragod, Kerala, India 671321  
Date of Birth : 30-10-1995

## SKILLS & ABILITIES

- Good Communication skill
- High-level of energy
- Ability to deal people diplomatically
- Comprehensive problem solving ability
- A quick learner
- Excellent team work abilities and hard worker
- Time management

## DECLARATION

I hereby declare that the above mentioned information's are correct up to my knowledge and belief and I bear the responsibility for the correctness of the above- mentioned particulars.

Date:  
Place:

**ABDUL SAWAD**