



MATHIAS GODINHO

SALES PROFESSIONAL WITH EXPERIENCE IN MANAGEMENT

ABOUT ME

Efficient and reliable Sales Executive with an extensive track record in connecting with customers to build positive relationships and strengthen loyalty.

Attentive to customer needs and ready to break down technical problems to develop effective solutions.

CONTACT

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Dubai, UAE

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EXPERIENCE

BINA PUNJANI HAIR STUDIO (NOV 2020 - FEB 2022)

FRONT DESK MANAGER

- Performed daily execution of front desk operations throughout all shifts.
- Responsible for the management of accounts payable with respect to front desk operations, including logging invoices and receipts.
- Actively participating in daily meetings with owners, and managers.
- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performances. Process transactions (cash and credit cards) and issuing receipts.
- Maintain client relationships, take feedback regarding their experiences and products, address their complaints and take corrective action.
- Analyze daily product and supply levels to anticipate inventory problems and shortages.
- Manage inventory salon products by maintaining records of stock quantities on hand and ordering replacement items.

COMO COLLECTIVES SEP 2019 - OCT 2020

SALES/RETAIL EXECUTIVE

- Devised and implemented the organisation's sales strategies.
- Built rapport with a customer and subsequently closed the deal.
- Maintained good business relationships with existing clients.
- Liaised with suppliers and manufacturers on a daily basis.
- Held meetings to discuss progress of existing projects.
- Liaised with head office to ensure relevant stock is delivered on time.
- Responsible for the marketing and advertising on new and existing products.
- Used negotiation and communication skills to sell new products to maximise shelf space and increase market share.
- Supervised junior sales representatives with the knowledge of the products.
- Reached daily, weekly, and monthly sales target.

EDUCATION

- Diploma in International Airlines and Travel Management, in Goa (2018)
- Higher Secondary School Certificate (HSSC), Goa Board of Education (2015)
- Secondary School Certificate (S.S.C) Goa Board of Education (2013)

SKILLS

- Interpersonal Skills- Fast Learner, Hard Working, Punctual, Positive Outlook, Co-operative, Patience, and Approachable, Communication, Problem Solving and Meeting Deadlines.
- Computer Knowledge - Retail ware & Abitzu, Microsoft Office, Microsoft Excel, Microsoft Outlook, Email & Internet, Efficient typing.
- Languages spoken- English, Konkani, Hindi