CURRICULUM VITAE

# BHAVIN SAGAR

**Email Id:** **Bhavinsagar1991@gmail.com** **Mobile no: +971568417663**

# Address: Deira, Dubai

**SUMMARY**

Looking for a position as SALES EXCUTIVE to contribute to the company's growth with my interpersonal skills and subject knowledge

**KEY RESPONSIBILITIES HANDLED**

* Offering **6+ year of** experience with proven expertise in streamlining the Customer handling with focus on authenticity and accuracy**.**
* Technically Working with MS Office and other **POS** software packages needed for billing like

**WIN GOLD** with excellent capabilities to adapt and learn new technologies, ensuring continuous skill enhancement.

* Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently.
* Handling **bulk cash, bank transactions, currency payments** and gold payments like

# TTBAR, 0995, 0.999, and 0.9999.

**CORE COMPETENCIES**

* Basic math skills
* Excellent interpersonal skills
* Excellent customer service skills
* Opening and closing procedure
* Manage your time and prioritize tasks
* Strong product knowledge like 21k design, 22k design and 18k design
* Professional telephone etiquette
* Can speak and understand **Arabic**
* Ability to resolve the customer disputes in a patient manner
* Have knowledge about trade foreign currencies
* Strategic thinker
* Goal orientated

**WORK EXPERIENCE**

**KANZ JEWELS**

**SALES REPRESENTIVE CUM CASHIER**

 **OCT-2011 TO NOV-2019**

* Expertise in business administration, record keeping, planning, policies, procedures, researching, scheduling, and related responsibilities to ensure productive operations
* Open and close the registers, assisting in the training of new cashiers, monitoring cash limits and ensuring quality customer service at all times
* Operate POS cash register, handling 90 transactions on average daily, and count money in cash drawers to ensure the amount is correct
* Responsible for solving customer complaints and providing information regarding products
* Calculate total payments received during a time period, and reconcile this with total sales
* Have strong knowledge about Jewellery design
* Used computerized systems that invoice distributing and accounting for funds
* Solve billing problems and handled customer inquiries
* Responsible for balanced cash draw at close of shit

**NILGIRI’S JEWELLERS**

**SALES AND MARKETING EXCUTIVE**

**FROM JUNE-2020 TO SEPTEMBER-2021**

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Courses** | **Institute/University** | **Passing Year** |
| F.Y.B. Com | Saurashtra University | 2009 |
| H.S.C | G.S.H.S.E.B | 2008 |
| S.S.C. | G.S.H.S.E.B | 2006 |

**IT FORTE**

* Basic in MS-Office (Word, Excel& Power point)
* Working knowledge of WIN GOLD

**EXTRA CURRICULAR ACTIVITIES**

* Awarded Certificate from **KANZ JEWELS** in 2015-2016 for **BEST CASHIER** Of the year.

**PERSONAL DETAILS**

**Full Name :** SAGAR BHAVIN DILIPKUMAR

**Date of Birth :** August 21, 1991

**Passport no :** U2305200

**Passport Exp Date :** 18/12/2029

**Languages Known :** English, Hindi, Gujarati and **AREBIC**

I hereby declare detail furnished above are true to the best of my knowledge and belief. Date: BHAVIN SAGAR.