

SURAJ S.PATHAK

**Pathaksuraj124@gmail.com**

Mobile: +971-526807448

PROFILE:

Organized and result-oriented professional with more than 6 years and 8 Months experience in HR/Administration and Customer Service. An energetic, highly motivated person with in-depth knowledge of **Handling Clients/Customers, Excellent relationship management skills and Problem solving capabilities.**

Seeking career with a reputed organization.

A **dedicated team player** confident in handling **multiple assignments under pressure and meeting tight deadlines.**

Proven, strong **Project & People management** skills. Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.

SKILLS:

* Good Inter- Personal and Communication Skills.
* Solutions- oriented thinker.
* Entrepreneurism.
* Competitive drive.
* Work Ethic, Time- management.
* Teamwork, Self- motivation.
* Ability to Handle Pressure and Achieve Targets.
* Ability to take lead from the Front.
* Good Knowledge of Microsoft Office (Word, Excel, Outlook and Power point)
* Quick Learner.

AREAS OF EXPERTISE:

* Database and reporting
* Office process
* Meetings Planning and scheduling
* Interpersonal communication
* Customer handing
* Problem solving
* Client relations
* Attention to detail
* Teaching and Training

EXPERIENCE:

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| **October 2018 to**  **Till Now** | **DAMAS Jewellery**  **Dubai, U.A.E** | **SALES CONSULTANT** |

JOB RESPONSIBITIES:

* Generating leads and turning them into opportunities for sales.
* Contacting potential customers via telephone, email and face to face.
* Working to KPI’s and revenue targets as set by the management.
* Maintain in –depth product knowledge, educate customers about the product.
* Inventory Handling and Stock Replenishment.
* Preparation of daily sales and stock report.
* Keeping records of high end customers and utilizing those data’s during promotions and sales etc.
* Responsible for day to day operations of the Store.
* Month end report for sales and stock. Handling and maintaining Petty Cash for the Showroom.
* Received payment through cash and credit cards. Settlement of Z-report at the time of closing.
* Attending trainings and workshops to be updated about marketing strategy.
* Arranging meetings with prospects in order to demonstrate products.
* Resolving customer complaints by investigating problems.
* Coordinate with accounts department relating to cash invoice and stock related issues.
* Staffing and training to new staffs and maintaining the decorum of the Showroom.

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| **Aug 2014 to**  **Sep 2018** | **M/s Manek Gem Art International**  **(Manufacturer and Supplier of Diamond Jewelries)**  **New Delhi, India** | **Store Manager** |

JOB RESPONSIBITIES:

* Friendly and reliable customer service, in achieving sales targets.
* Manage the daily activities and operation of the jewelry store which includes the planning out of the work assignment.
* Performing inventory of the whole store which may involve the counting or checking of stocks, reconciling of cash with sales receipt, keeping store transaction records and ordering merchandise and stock when necessary.
* Handled Store located at Goa for around 2 years.
* Handling all Karigars and allocating of work to them.
* Providing high level of customer services
* Documents sale by creating or updating customer profile records.
* Updating team members on business performance.
* Supervising staff & Advising customers and dealing with queries or complaint
* Participate on promotions and discounts during sales season or stock clearance

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| **July 2013 to**  **July 2014** | **M/s Pannache Exports.**  **(Manufactur, Exported and Supplier of Diamond Jewelries)**  **Mumbai, India** | **Executive** |

EDUCATION:

* B.Com from Kalina University.
* 12th from Mithibai, Maharashtra in 2012
* 10th from Jamnabai Narsee Monji, Maharashtra Mumbai in 2009

PERSONAL DOSSIER:

Address Dubai, UAE.

Nationality Indian

Marital Married

Date of Birth 20 December 1993

Sex Male

Visa Status Employment Visa

HOBBIES:

* Playing Football
* Swimming

**DECLARATION:**

I hereby declare that the Information furnished above is True to the best of my knowledge to my Prospective Employer,

I am available for an interview at your Convenience.

***Suraj S.Pathak***