**CHANDU SURESH **

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**Objective:**

Seeking a position in a challenging environment, where I can fully utilise my perseverance and skills, offering substantial ability to support and utilise Professional interest, with a vast experience in the field. I will be able to independently work with a high standard of efficiency for continuously supporting the organisation on its development.

**PROFESSIONAL SUMMARY:**

Highlights of Experience:   
  
Hands-on experience in retail environment, Ability to create positive relation with customers that help sales. Strong planning and organizing skills,   
Computer literate and proficient with Microsoft Office applications.   
Possess valid UAE driver’s license.

**OUTDOOR SALES EXECUTIVE AT SENSATION TRADING LLC (2019- 2021)**

* Actively seeking out new clients by personally visiting A class, supermarkets and C4 outlets in my area
* Always seeking out new sales opportunities through cold calling, networking, and on social media.
* Organizing sales visits.
* Prepare and deliver appropriate presentations on products and services.
* Demonstrating and presenting products.
* Negotiating contracts and packages.
* Setting up meetings with potential clients and listening to their wishes and concerns.
* Implementing the LPO which we collect from supermarkets.
* Collaborate with team members to achieve better results.
* Negotiate/close deals and handle complaints or objections.
* Aiming to achieve annual or monthly targets.
* Reviewing sales performance.

**OUTDOOR SALES ASSOSIATE AT EMSONS FOOD STUFF LLC (2017- 2019)**

* Working closely with the management and marketing team to increase

sales

* Working with sales & merchandising team to achieve individual and team

target

* Involved in shop visiting and remerchandising to make sure proper sale of

product

* Analysing product movement and report to supervisor.
* Communicating with shop management and shelf boys for future sales.
* Recording expiry of product and take necessary action before expiry.
* Involve in payment collection

**SALES EXECUTIVE AT BAQER MOHEBI, DUBAI (2013 -2017).**

* Working closely with the management and marketing team to increase

sales.

* Working with the Store Manager & sales teams to achieve commercial

Goals.

* Involved in rearranging, remerchandising & replenishing new stock as it

arrives.

* Analysing sales figures and forecasting future sales volumes.
* Communicating with other retail channels on overall business plans.
* Make good relationship with other store/ wholesale customers to bring

sales and take responsibility to do deliveries collect payments

**COMPUTER TECHNICIAN AT CHIP TECHNOLOGIES, INDIA**

**(2012 –2013)**

* Assembling & dissembling of computers.
* Installing, maintaining & troubleshooting different operating system.
* Installing, maintaining different hardware devices.
* Installing, maintaining, & troubleshooting of LAN using switch & hub.
* Configuring dial up & broadband connection.
* Troubleshooting various network & hardware problems.
* Managing & troubleshooting local Printer & network printer.
* Troubleshooting of Network Desktops.

**ACADEMIC BACKGROUND**

* Bachelor of Science from Arunachal University, India.
* H.S.C from Kerala Educational Board.
* S.S.L.C from Kerala Educational Board.

**COMPUTER PROFICIENCY**

**Certified** in **Hardware & Networking Maintenance**

***Expert in:***

Troubleshooting in Hardware, Linux Upgrade, PC Assembling.

Operating Systems: Windows NT to Windows 8 & Android Reprogramming.

Networking: Crumbing Cable, Router Configuration, Firewall Maintenance.

**JOB SUMMARY**

I started my career as merchandiser and finally moved to as sales executive. My core responsibilities of in this position were handling the sales of the given area’s TT & MT shops. I was also assigned for proper merchandising, goods ordering and ensuring enough supplies maintained and stocks controlled.

**SUMMARY OF STRENGTH & SKILLS**

* Vast experience in the area of Sales coordinator.
* Good Inter-personal communications with people of all levels
* Ability to handle multiple tasks and well committed
* Innovating, hardworking, honesty & technical mind.
* Self-motivated and capable to mix easily with different situation and people.
* Work well individually and as a team.
* Quick learner, hardworking for target as well.

**DUTIES AND RESPONSIBILITIES**

* Coordinate operational support to company.
* Handling retail markets in my area.
* Maintain product availability and proper displays in the markets.
* Keeping records of next three months expiry products.
* The responsibilities includes: Make sure the sufficient stock in the warehouse or Distribution centre. To help Distribution department to keep sufficient stock as well as deliver the product into right customer at the right time at the right place.

**LANGUAGES KNOWN**

Speak : English, Hindi, Tamil and Malayalam

Write : English, Hindi and Malayalam

Read : English, Hindi and Malayalam

**DECLARATION**

I, here by confirm that the information given above is true to the best of my knowledge.

Place: DUBAI **CHANDU SURESH**