Lalit Mohan

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**HR Manager**

**MEP Company**

**Dubai** - UAE

Date 28-04-2021

Dear Sir/Ma’am

I am interested in applying for the full time position as a Sales & Marketing as posted on your company. Enclosed is my resume for your reference.

I completed my +2 as well completed 18 month course of computer hardware & networking institute Chandigarh Sec 34-A in 2007. Since then, **I’ve 11 years of work experience in India which is 8 year experience in telecom for customer service & sales & retail Department & 3 year worked as an** **office assistant** during that time, I’ve gradually built a strong knowledge regarding the various tasks and duties required of a sales department. For instance, selling prepaid connection, postpaid connection as well MNP etc.

Working as Sr. Sales Executive at Vodafone Idea Ltd. has prepared me to meet the challenges of a managerial role in a professional office environment. One example of how I exceeded expectations as an employee is when I simplified the process of data retrieval for my managers – planing the daily routine target. I was also handing the cash counter as well credit card payment, kiosk machines payment & generated the sales growth by the pitching plan to the customer as per them record also known as add-on number.

Additionally, I handled the all activities per day with staff, and improved our customer service rating. Throughout my tenure I was known for taking the initiative, embracing challenges, and overcoming obstacles.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience.  Thank you for your consideration.

Sincerely,

Lalit Mohan