



Nihal N. P

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CAREER OBJECTIVE

An enthusiastic Sales professional with good negotiation skills and experience. Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression in professional life.

ACADEMIC QUALIFICATION:

BACHELOR OF COMMERCE - (B.COM)

From **Vinayaka Missions University, India** (Year **2018**)

HIGHER SECONDARY - COMMERCE (12th)

From **Central Board of Secondary Education, India** (Year **2015**)

S.S.L.C (10th Standard)

From **Central Board of Secondary Education, India** (Year **2013**)

QUALITATIVE SKILLS:

- Ability to engage in Group activities to meet the Goals.
- Good organizational & time management skills.
- Ability to learn any new skill within short period.
- Good people skills

COMPUTER SKILLS:

- MS Office
- Internet-mail operation

WORK EXPERIENCE

TAJ BUILDERS, KERALA, INDIA.

Administrator (JUN 2020 –SEP 2021)

- Receiving orders regarding Construction needs from Clients
- Arranging Heavy duty vehicles and labors for carrying out project.
- Data entry (sales figures, Orders, property listings etc.)
- Answering incoming calls; taking messages and re-directing calls as required

3G MOBILE WORLD, KERALA, INDIA

SALES REPRESENTATIVE – (JAN 2019 – MARCH 2020)

- Involved in Serving customers by selling products and meeting customer needs.
- Managed all documentation required for Credit sales via contacting with concerned finance providers.
- Encouraged customers to apply for store cards to save more on their purchases by earning points on each purchase.
- Relied on upselling and suggestive sales techniques to sell additional products to customers, including headphones, Power banks etc.

PERSONAL PROFILE:

Father's Name : ABDUL NIZAR
Date of Birth : 05.10.1997
Nationality : Indian
Marital Status : Single
Passport No : N5850998
Languages known : English, Malayalam, Hindi
Visa Status : visit visa (Valid till 06th Jan 2022)

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place:
Date:

NIHAL N.P