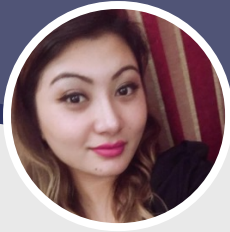


ANKITA CHETTRI



Personal

- Address**
United state of Emirates (Dubai)
1234 Al Rigga
- Phone number**
+971509498006
- Email**
ankita.chettri91@gmail.com
- Gender**
Female
- Marital status**
Single

Interests

- Traveling, photography

Languages

- English ● ● ● ● ●
- Hindi ● ● ● ● ●
- Arabic ● ● ● ● ●

Highly motivated individual and detail-oriented sales professional good knowledge of sales strategies and techniques, 6 years of experience and eagerness to maximize sales, looking to deliver on the company's sales growth and increase revenue.

Work experience

Sales executive

Ambuja Neotia, India

Jan 2013 - Dec 2015

- *Meeting with client virtually or during sales visits
- *Maintaining daily reports
- *Reviewing sales performance
- *Negotiating contracts and package
- *Working towards monthly or annual targets.
- *Event management, team building

Customer service representative

INDP, United state of Emirates

Feb 2016 - Jan 2019

- *Maintaining a positive empathetic and professional attitude towards customers all the times.
- *Acknowledging and resolving customer complaints
- *Time management.
- *Achieve agreed upon sales target.
- *Coordinate sales effort with team members and other departments.
- *Continuously improve through feedback from the customer.

Senior sales assistant Bath and body works

MH. Alshaya group, United state of Emirates

Mar 2019 - Present

- *Maintaining visual standard to increase footfall.
- *Carried out regular sales floor maintaining high standard In store Presentation and hygiene.
- *Maximized sales opportunities through sales strategic inventory management, maintaining Operational stock level and forecasting demand accurately.
- *Received and processed product returns, ensuring items were clean, unworn and resealable.
- *Providing service with genuine smile, offering courteous, helpful advice to meet customer needs and satisfying by giving outstanding customer service.
- *Consistently delivered revenue and performance KPI targets through outstanding retail service and sales abilities.
- *Accurately and efficiently accepted and process cash, card payments.
- *Received and processed stock deliveries, accurately completing paperwork and keeping record.
- *Enhance visual merchandise standard according to brand guidelines.
- *Working with delicacy, energy during peak or busy hours to maintain efficient sales operations and achieve sales budget during trading hours and promotion events.
- *Performed daily close to open store readiness sales floor.

Sep 2022 - Jul 2022

Skills

- Customer service ● ● ● ● ●
- Ensure customer satisfaction ● ● ● ● ●
- Motivate, train and coach ● ● ● ● ●
- Brand awareness ● ● ● ● ●
- Visual merchandising ● ● ● ● ●
- Maintaining monthly and weekly reports, BP update ● ● ● ● ●
- Enthusiastic communicator ● ● ● ● ●
- MS office experience ● ● ● ● ●

Courses

Bachelor degree
Punjab technical university

Aug 2012 - Jul 2015

Achievements

1. Employee of the month for performance and achieving business target.
2. Multitasking for satisfying customer service, achieving business plan yearly, maintaining visual standard and administration work.