

MOHAMMAD AFRIDI

Contact No: +971 568703770

E-mail: mohammadafridi857@gmail.com

Address: Al-Karama, Dubai

LinkedIn: <https://www.linkedin.com/in/mohammad-afridi-3167851a4>



Professional Summary:

- Results-oriented and well-educated Sales executive with 3 years of extensive experience in coordinating multiple Sales functions, processing sales orders, and conducting work area assessments.
- Possess great analytical skills, a highly professional attitude, and important ability to work and perform well independently or in team environments.

Key skills:

- Strong communication skills, Active Listening Skills
- Product Knowledge, Teamwork
- Resolve Complaints, Eliminate Delays
- Accurate Documentation, Cash Handling
- Analytical thinking, Time Management
- Sales, Marketing, Cashier
- Sales Forecasting, Sales Analysis
- Customer Service, Customer Support, Consumer Behavior

Work Experience:

Damas Gold & Silver, Karnataka - India

Industry : Jewelry

Position : Sales Executive and cashier - Oct 2017 – Jan 2020

Responsibilities:

- Greets & meets customers on arrival at the shop.
- Listens attentively to customer needs and gives explicit explanation to satisfy such a customer.
- Present the customer with the needed jewelry and provides information, such as pricing and gives a discount if need be.
- Helps customers to wrap and bag their purchases.
- Provides pricing information to the cashier alongside the weight of the items purchased.
- Helps to facilitate payments after every purchase.
- Takes all the inventories in the shop by entering them into the computer system.
- Helps in the daily display of all items that are available for sale in the shop.
- Entertains customers and answers questions respectfully.
- Ensures regular increase in sales of jewelry products.
- Achieve goals set by the employer.
- Ensures that products are well arranged in orderly manner.
- Properly operates a cash register and maintains all financial transaction effectively and efficiently too.
- Strictly follows the company policies.
- Helps customers to make the right decisions so they can make the right jewelry purchases.
- Explains warranties and guarantees on each piece purchased by a customer.
- Ensures all documents relating to the purchase of jewelry are also bagged with the goods purchased.
- Sends appreciation messages to customers and keeps them informed concerning latest arrivals.
- Ensures that all pieces of jewelry are returned to their secured places after the day's business.

Technical Skills:

- Basic MS Office, MS Excel, MS Word
- MK Soft 2017 ERP

Education:

- 2017 - Diploma in Mechanical Engineering from Sri Vidhyanikethan Ploytechnic (Department of Technical Education Karnataka - Bangalore)

Certificates:

- TCS iON – Digital Learning Hub / Knockdown the lockdown certificate by Tata consultancy services.

Hobbies:

- Listening Music
- Playing cricket
- Travelling

Languages Known:

- English – Proficient
- Malayalam – Proficient
- Hindi – Fluent
- Kannada – Native
- Urdu – Native

Personal Details:

Date of Birth : 08/08/1999
Gender : Male
Marital Status : Single
Nationality : Indian
Visa Status : Visit Visa

Declaration:

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold responsibility for the correctness of the above- mentioned particulars.

Place: UAE

Date:

Signature:

Mohammad Afridi