



FAYIS CHAPPANTAKATH

SALES / OFFICE ASSISTANT

PROFILE

Seeking a challenging position in the field of **Sales and Office Assistant** with esteemed organization Enhancing myself in my work field where the experience can be brought into an effective use, and looking forward to more exciting and challenging career, as well as increase my both personal and technical skills and fulfill the request for knowledge with a reputed organization.

CONTACT AND E-MAIL

✉ **Fayizkmr916@gmail.com**

☎ **Mob: +971 588653504**

Dubai, UAE

PERSONAL DETAILS

Nationality: Indian

Date of Birth : 01st October 1995

Age : (26 years)

Passport No : N0154804

Visa Status : Visit Visa

Marital status : Single

Language Known: English, Hindi,

Malayalam, Tamil

EXPERIENCE

Company: - Oro Gold and Diamonds, Kerala, India

Position: - Sales Officer

Period: - April 2019 – December 2021

Company: - Ziya Gold, Kerala, India

Position: - Sales Executive

Period: - May 2016 – March 2019

Company: - KJ Gold Factory, Kerala, India

Position: - Sales Assistant

Period: - 2015 April – April 2016

Duties and Responsibilities

- **Greets and meets customers on arrival at the shop.**
- **Demonstrates Products by explaining models and features, Provided good quality services.**
- **Ensured proper and attractive display of jewelry products. Updated and displayed current selling price.**
- **Develops buyers by maintaining rapport with previous customers.**
- **Negotiating with customer, closing deals.**
- **Create systematic and reliable customer database.**
- **Handle each customer transaction professionally, efficiently, and accurately**
- **Facilitate inventory and stock management; conduct routine cycle counts and inventory audits to assist department manager and store replenish inventories while minimizing excess**
- **Leaded customers through the buying process by boxing, wrapping, and bagging their purchases**
- **Maintained a consistent high level of customer service by creating and developing excellent client relationships**
- **Prepared Billing for customer payments and advances,**

Education

Higher Secondary Level

Kerala State Bord of Examination,

High School Level

Kerala Bord Public Examination

Technical Knowledge

- **Basic computer and Internet knowledge**
- **Computer Billing software's**

Personal Skill

- **Excellent Numerical Skill**
- **Having lots of Patience**
- **Willingness to learn ***
- **Being Polite and Helpful.**