



MOHAMMED VALIUDDIN

SALES AND CUSTOMER
EXECUTIVE

OBJECTIVE

I am a professional Sales & customer Representative with over 5 years experience in providing excellent sales & customer support and building customer loyalty. Looking for a suitable position to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative and flexible.

SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English, Hindi, Urdu and Malayalam
- Team player

PERSONAL INFORMATION

D O B: 20/12/1996
Cell: +971507933874
Email: valiuppala@gmail.com
Passport No: N5315376
Visa Status: Valid till 17th Jan 2022

Technical Skills

MS Word, MS Excel, MS PowerPoint
Establish, develop and maintain positive business and customer relationship
Excellent Communication Skills utilized in resolving customer queries.

EMPLOYMENT HISTORY

Sales and Customer Representative Gold King Jewellery (June 2015 - May 2018)

- Greets and meets customers on arrival at the shop
- Listens attentively to a customer's needs and gives explicit explanation to satisfy such a customer
- Presents the customer with the needed jewelry and provides information, such as pricing
- Helps customers to wrap and bag their purchases
- Helps to facilitate payments after every purchase

Sales and Customer Representative J&S Silver Dubai (Dec 2018 - Feb 2019)

- Takes charge of all the inventories in the shop or kiosk 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
- Achieves goals set by the employer

Sales and Customer Representative Sulthan Gold Jewellery (April 2019 - Nov-2019)

- Strictly adheres to 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 any jewelry are also bagged with the goods purchased
- Sends appreciation messages to customers and keeps them informed concerning the latest arrivals

Marketing Staff

Galadari Driving School Dubai (Jan 2020 - Mar 2020)

- Conduct market research to identify customer trends, competitor offerings and demographic data.
- Liaise with creative teams to come up with branding ideas, graphic designs, promotional materials and advertising copies.
- Discover effective marketing and promotional channels, including media platforms to be used to relay product messages to customers.
- Investigate the performance of a company's marketing campaigns and strategies through evaluating key performance metrics.

EDUCATIONAL HISTORY

Government Higher Secondary school

SSLC
2013

STRENGTHS

Good team Leader and equally enjoy participating in a team
Self Confident and self-motivated to solve issues and strive towards achieving goals.
Highly Flexible to learn and explore new things.
Communication Skills.
Patience.
Highly focused.