

## Resume

### COVER LETTER



Respectrd Sir / Madam,

I am a self - dyamic person well organized and highly efficient working in a multi-tasking dynamic environment, ability to plan, organize and supervise work of others. I would like to describe myself as self-motivated, hardworking, self-confident, eligible enough to complete the given target of the organization. on due time and up bringing an outstanding result for the organization. My main target would be always positioning a company for a better exposure and greater rich ni marketability task.

I am an excellent trainer who achieves ongoing success with teams building morale, maintaining team's self -confidence and training them to build the sale by improving their people s skill.

Please fine the enclosed resume for further detail brief for your kind consideration.

I look forward to your favoable consideration on my application

Yours sincerely,  
Afsal

Al Ain, United Arab Emirates  
Contact Number: +971 566026916

APPLIED FOR : ANY SUITABLE JOB

### ***OBJECTIVES***

To utilize my entire capacity and knowledge in a progressive manner where it can be a resulted in positive and to develop myself along with a dynamic organization where modern concepts are recognized.

### ***PERSONAL INFORMATION***

#### **Name : Afzal A**

Father's Name :  
Date of Birth : 6-2-1995  
Place of Birth : Kerala  
Sex : Male  
Nationality : India  
E-mail Address : afsalks983@gmail.com  
Visa status

### **EDUCATION**

SSLC KV Higher secondary school Eriyad Kerala  
Mechanical engineering S.A. Rajas polytechnic college university

### **EXPERIANCE**

#### **Home appliance/ electronics**

Duration 29/08/2010 to data  
Position Salesman sales merchandiser  
Department Electronics department sales

### **TECHNICAL**

MS Office basic Tally  
Adobe Photoshop

## **LANGUAGE ABILITY**

- English
- Arabic
- Hindi
- Tamil
- Telugu

## **RESPONSIBILITIES**

- Ensuring brand visibility and monitoring stock levels in the market.
- Handling customer complaints and providing the best possible solutions to the customer.
- Neat product display for more output sales.
- Availing aging stock reports to the management.
- Communicating with customers on progress of orders, including issues as late deliveries.
- Compiling weekly & monthly reports e.g. competitor analysis.
- Delivering quality customer service in the highest level thereby creating customer loyalty and repeat sales.
- Updating latest knowledge of product range, features and benefits.
- Problem-solving and ultimately deliver sales results within the set time.  
Registration of the new products in the market and streamlining all relevant requirements for the company.

## **DECLARATION**

I do hereby declare that all the above information is correct and accurate to my knowledge and belief. Thank you & looking forward for your positive response.

*(Afzal )*