

# NIYAMATULLA SHAIKH

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✉ : niyamatullashaikhdx@gmail.com



## **Result oriented Auto Sales Consultant with over 4 years of experience and also has work experience of a cashier cum cash collection.**

Dynamic and organized sales professional with 4 years of solid experience in diverse environments. Well versed in customer relationship building, Client maintenance and increasing sales within established accounts and mature territories.

Have been experience as a cash collector and have worked as cashier with the full trust worthy with all the clear bills and documents.

### **WORK EXPERIENCE:**

#### **Tata Motors (K.H.T Motors)**

Passenger Vehicle Dealer, Designation-Sales Consultant from 26-09-2015 to 31-12-2018

Passenger Vehicle Dealer, Designation-Sales Consultant from 01-12-2019 to 30-06-2020 (Rejoined)

#### **Big Bazar**

Cashier cum cash collection from September 2020 to June 2021

### **JOB DESCRIPTION:**

- Finding out a customer's vehicle needs by asking them questions.
- Demonstrating vehicles and their features to prospective customers.
- Explaining to customers the advantages, capabilities, and features of a vehicle.
- Discussing vehicle options with the customers.
- Keeping track of all calls, emails and appointments made.
- Work out finance arrangements, which may include cash payments or a car loan.
- Complete associated paper work and pre-delivery inspections.
- Update stock lists, placing orders for new cars from manufacturers.
- Following up with existing customers to confirm their satisfaction and generate new leads.
- Attending and contributing to weekly sales meeting.

### **ACADEMIC PROFILE:**

QUALIFICATION	INSTITUTION	YEAR OF PASS OUT
Matriculation	Thoueed English Medium School	2010
PUC	RN Shetty PU College	2010-2012
BBM GRADUATION	Bhandharkars Arts And Science College, Kundapur	2012-2015

## **COMPUTER PROFICIENCY:**

- Windows based OS and knowledge of MS-excel, Tally (basics).
- OS familiar with Windows98, Windows-XP, Win- 7,8& 10

## **SKILL SET:**

- Ability to handle a high volume of customer enquiries providing high quality service to each enquiry
- Always conducting business in a professional manner.
- Exhibit great knowledge of cars and their purchase and maintenance costs via various comparative presentations of different available car options in a certain price bracket.
- Ability to close sales.
- Developing lasting business relationships with customers.

## **PERSONAL SKILL:**

- Establishing personal goals and then devising strategies to meet them.
- Complying with rigorous standards of honesty and integrity.
- Ability to adapt any changing environment.
- Positive attitude and friendly personality.
- A self-motivated individual with exceptional communication skills and a very strong negotiating power.
- Goal oriented.

## **PERSONAL DETAILS:**

- Father's Name : Abdul MunafShaikh
- Date of Birth : 15/03/1994
- Gender : Male
- Nationality : Indian
- Passport NO & Expiry : M0855325 - 13-08-2024
- Marital Status : Single
- Languages : English , Urdu (Read & Write ) & Kannada
- Visa status : visit

## **DECLARATION:**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Date :**

**Place: Dubai**

**Niyamatulla Shaikh**