

# Khizar Hussain M



**Age** - 29

**Dob** - 29.10.1991

Indian - Married

**Contact** - +971582435725

**Email**- khizarhussain37@yahoo.com

**Languages known** - Hindi, English, Tamil, Urdu, Arabic

## Educational background

**Bachelor degree in Commerce - Corp.Sect,**

Graduated in 2013

The New College” University of Madras, - Chennai, India

Aggregate %: 53

**Higher Secondary School,**

Completed in 2010

J.B.A.S Boys High, Sec, School – Chennai, India

Aggregate %: 60

**SSLC,**

Completed in 2008

J.B.A.S Boys High, Sec, School – Chennai, India

Aggregate %: 68

## Employment history

**Present** - Ample Technologies private limited

**Date of joining** - 21st July 2018

**Designation** - Senior Sales Executive

## Roles and Responsibilities

- Customer Service
- Daily Sales report , Sales recon, Stock report
- Co-ordination with the subordinate / Seniors to make the operations Smoother & Efficient.
- Committed to continual learning & skill development.
- Handling Customers and ensuring their satisfaction.
- Responsible for Inventory Management and Stock Planning.
- Motivating and ensuring to align entire team on the company Objectives.

**Past** - PAN Emirates Home furnishing ( country - U.A.E)

**Years** - 08<sup>th</sup> feb 2014 to 20 mar 2018

**Designation** - Senior Sales Consultant

**Roles and Responsibilities**

- Greeting the customers
- Assisting the customers
- Providing the needs of the customers in furniture
- Explaining about the products to the customers
- Taking order of the customers
- Giving Measurement of the furniture
- Giving quotation for the corporate company & local purchase order
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**Past** - The majestic furnitures ( Country - india)

**Years** - 04<sup>th</sup> June 2011 to 31<sup>st</sup> December 2013

**Designation** - Senior Sales Consultant

**Roles and Responsibilities**

- Assisting the customers
- Providing the customer needs in furniture
- Giving the measurement of furniture
- Taking orders and follow up of delivery
- Making arrangement of alteration in furniture
- Providing end to end report
- Creating Invoice based on the services provided
- Creating accounts of a customer
- Attending meeting regarding products
- Manage the high volume of work with accuracy supporting the quality team along with the Team Leader in various process activities.
- Quality check done and reporting activities.

**Achievement**

- Responsible for organising customer workshops.

**Computer Literacy**

- Tally- ERP 9.
- Well versed with the use of Windows and Mac OS.
- Exclusive working experience and proficiency in MS Excel.
- Internet and e-mail tools

## Interest and activities

- Kabadi
- Cooking
- Swimming
- Music

I hereby declare the above information is true to the best of my knowledge and seeking an opportunity in your esteemed organisation to enhance my abilities to work.

DATE:

M. KHIZAR HUSSAIN