***Sales Executive Resume***

**ANAZ KASSIM.K**

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# ***OBJECTIVE***

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

# ***SUMMARY***

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

# ***MODULES COVERED***

**Fundamentals of computer**  
**MS-Office:** MS-Word, MS-Excel, MS-Power point  
**Operating System:** Windows, Dos  
**Accounting Software:** Tally (5.4-7.2)

# ***WORK EXPERIENCE***

* Two years experience from **Janabco Trading Company, Kerala, India** as a post in Salesman/Supervisor
* One year experience from **Granite India Sales Corp.** **Kerala, India** as a post in Marketing Executive.
* Four year experience from **Lulu Hyper Market, UAE** as a post in Customer Service Executive, Store keeper and Household Supervisor
* Five years experience from **New Tawar Bakery, Doha, Qatar** as a post in Sales Executive(FMCG division)
* Six years experience from **Al Mana & Partners(Unilever and Friesland)** as a post in Sales and Marketing Executive
* One year experience from **Popular Maruti** as a post in sales officer with **MS PIN**

# ***RESPONSIBILITIES***

* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* Maintaining AD stock as per norms, Document collection, Provide daily updated data to AD., Promoting the Brands & Encouraging the Sales through various Promotional Activities, Establishing a healthy relationship with retailers, Promoting Sales through Visibility in my area.
* Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Data Entry, Updating accounts, Networking with different stake Holders and organization.
* Getting order through buying house and export house
* Proper execution of order and dispatch it on time.
* Follow up for payment.
* Develop new sample for client.
* Maintain good relation with client.

# ***ACADEMIC QUALIFICATION***.

* Pre-Degree from Christ College, Thalassery, Kerala
* High School from MMHS, New Mahe, Kerala

# ***EXTRA CURRICULAR ACTIVITY***

* Joined National Service Scheme at College level and participated in various camps organized by it.

# ***STRENGTH***

* Positive thinking
* Hard Working
* Result Oriented

# ***PERSONAL PROFILE***

* Date of Birth : 04/01/1982
* Languages Known : English, Hindi, Tamil, Malayalam
* Driving License : Valid Qatar and Indian Driving License
* Present Address : Safiya Manzil, Azhiyoor(PO),Kerala, India