

**AQEEL AHMAD**  
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## OBJECTIVE

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Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. I am consistent and Hardworking, Highly motivated person. I feel it is crucial to demonstrate the importance of my job duties and expectations and establish a long term Employment. I have ability to work under pressure, Adaptability.

## CAREER PROFILE

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- ✘ **Good interpersonal and communications skills.**
- ✘ **Extremely knowledgeable with Salesman tasks.**
- ✘ **Detail-oriented, efficient and organized professional with experience in Sales and service.**
- ✘ **Able to work well within a team environment with the ability to work using my own initiative.**
- ✘ **Ability to feel responsible about any task I undertake and ability to manage multiple tasks in timeliness.**
- ✘ **Proficient of Computer Applications particularly Microsoft Word, Excel**
- ✘ **Sharp presentation and excellent personal organization**
- ✘ **Multi-tasking & following operational procedure**
- ✘ **Smart-working and can work productively even under pressure.**

## EMPLOYMENT

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WORKING WITH **SENCO GOLD AND DIAMONDS** AS SENIOR SALES EXECUTIVE IN LAJPAT NAGAR  
{ NOVEMBER 2021 TO TILL NOW }

### **Duties and Responsibilities:**

- ✓ **Promote sales by assisting customers and offering suggestions.**
- ✓ **Ability to communicate professionally in person and by phone.**
- ✓ **Stock shelves, counters, and tables with merchandise.**
- ✓ **Prepares daily products requisition.**
- ✓ **Responsible for inventory in a daily basis to avoid discrepancy.**
- ✓ **Tagging and pricing**
- ✓ **Stock requesting from ware house**
- ✓ **Maintaining eye catching display in all the seasons.**

WORKED WITH **MALABAR GOLD&DIAMONDS** AS A SALES EXECUTIVE AND CASHIER IN DELHI SOUTHEX

[AUGUST 2018 TO SEPTEMBER 2021]

### **Duties and Responsibilities:**

- ✓ Promote sales by assisting customers and offering suggestions.
- ✓ Ability to communicate professionally in person and by phone.
- ✓ Stock shelves, counters, and tables with merchandise.
- ✓ Prepares daily products requisition.
- ✓ Responsible for inventory in a daily basis to avoid discrepancy.
- ✓ Observe fast moving and aging products and find strategy on how to sell the aging one.
- ✓ Commit myself to the goal of reaching our daily and monthly quota.
- ✓ Setting up promotional material and displays.
- ✓ Maintaining eye catching display in all the seasons
- ✓ Tagging and pricing
- ✓ Stock requesting from ware house
- ✓ Scanning the damage item and sending back to ware house

WORKED WITH **LIFESTYLE FINE JEWELLERY** AS A SENIOR SALES EXECUTIVE IN BAHRAIN&UAE

[MARCH 2015 TO APRIL 2018]

### **Duties and Responsibilities:**

- ✓ Promote sales by assisting customers and offering suggestions.
- ✓ Ability to communicate professionally in person and by phone.
- ✓ Stock shelves, counters, and tables with merchandise.
- ✓ Provide prompt and courteous service to all customers.
- ✓ Utilize product knowledge to promote sales.
- ✓ Responsible for ensuring store appearance is clean and presentable at all times.
- ✓ Stay informed of store policies, procedures, and promotions.
- ✓ Flexible schedule to accommodate day, night & weekend shifts.
- ✓ Exceptional customer service skills.

WORKED WITH **MALABAR GOLD&DIAMONDS** AS A SENIOR SALES AND CASHIER EXECUTIVE IN UAE & INDIA

[OCT 2011 TO JAN 2015]

### **Duties and Responsibilities:**

- ✓ Fillings all data, and documented all the stocks coming every delivery.
- ✓ Maintain good customer service as one of the company standard.
- ✓ Prepares daily products requisition.
- ✓ Responsible for inventory in a daily basis to avoid discrepancy.
- ✓ Observe fast moving and aging products and find strategy on how to sell the aging one.
- ✓ Commit myself to the goal of reaching our daily and monthly quota.
- ✓ Setting up promotional material and displays.
- ✓ Maintaining eye catching display in all the seasons
- ✓ Tagging and pricing
- ✓ Stock requesting from ware house
- ✓ Scanning the damage item and sending back to ware house

WORKED WITH **NAKSHTRA JEWELLERY** AS A SALES EXECUTIVE IN INDIA

[APRIL 2011 TO OCT 2011]

### **Duties and Responsibilities:**

- ✓ Ensure all merchandise is properly priced and maintain records of all stocks sold.
- ✓ Assist customers in proper approach, good timing and right attitude.

- ✓ Use selling techniques to promote the products.
- ✓ In-charge for the accountability for the daily sales and banking

WORKED WITH **ISHTIAQ JEWELLERY W.L.L.** AS an SALES EXECUTIVE IN BAHRAIN

[JULY 2009 TO MARCH 2011]

### Duties and Responsibilities:

- ✓ Fillings all data, and documented all the stocks coming every delivery.
- ✓ Maintain good customer service as one of the company standard.
- ✓ Prepares daily products requisition.
- ✓ Responsible for inventory in a daily basis to avoid discrepancy.
- ✓ Observe fast moving and aging products and find strategy on how to sell the aging one.
- ✓ Maintain good relation not just for customers but to my subordinates as well, to gain respect from them.
- ✓ Responsible for cash machine and cash/card payment received from customers and make daily sales report at the end of the day to be handover to the supervisor.
- ✓ Commit myself to the goal of reaching our daily and monthly quota.

### ACHIEVEMENTS

Received outstanding awards for being **STAFF OF THE MONTH** in BAHRAIN and achieving monthly targets.

### EDUCATION

#### EIILM University

B.Com Correspondence

2009 to 2012

#### Board of intermediate Education

2007 to 2009

### PERSONAL DETAILS

Father Name : LATE JAMEEL AHMAD  
 Date of Birth : 26 NOV 1987  
 Gender : Male  
 Languages Known : English, Hindi , Basic Arabic  
 Nationality : Indian  
 Marital Status : Married  
 Religion : Muslim

### SKILLS

#### Technical skills

MS Office

#### Hobbies

Playing Cricket, Watching Movies

### PASSPORT DETAILS

Passport Number : R8135482  
 Place of Issuance : India  
 Visa Status : Visit Visa till 21st March 2023

### DECLARATION

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