

## **Amir Khurshid**

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### **OBJECTIVE**

A position in a professional organization where I can pursue a challenging position, one which will make best use of my skills and experience whilst enabling further personal and professional development.

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### **CAREER SUMMARY**

Employer: **Candy Electronics**

Start Date: 23 Nov 2017 – 01 June 2020

Position Title: **Sales Associate**

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers needs and provide assistance and information on product features
- Welcome customers to the store and answer their queries
- Follow and achieve department's sales goals
- "Go the extra mile" to drive sales
- Maintain in-stock and presentable condition assigned areas
- Actively seek out customers in store
- Remain knowledgeable on products offered and discuss available options
- Process POS (point of sale) purchases
- Cross sell products
- Handle returns of merchandise
- Team up with co-workers to ensure proper customer service
- Build productive trust relationships with customers
- Comply with inventory control procedures
- Suggest ways to improve sales

Employer: **AJM Kooheji**

Start Date: 20 Feb 2013 – 31 Dec 2016

Position Title: **Sales Executive**

- Identify ways to improve customer service
- Work and communicate with customers to assess needs and provide assistance
- Address customer concerns and queries and redirect it to the next level if not being able to address it
- Sales Focus
- Achieve the sales target and focus on increasing sales by using advanced sales techniques
- Focus on selling and up selling
- Demonstrate a solid knowledge of brands and products
- Monitor sales activities and generate a daily sales report
- Stock Replenishment
- Report stock shortages using the stock order form
- Ensure stock receipt as per set procedures

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Employer: **Y. K. Almoayyed**

Start Date: 10 Oct 2010 – 13 Jan 2013

Position Title: **Sales Executive**

- Source new sales opportunities
- Understand customer needs and requirements
- Close sales and achieve targets
- Perform effective online demos to prospects
- Liaise with the Logistics department to ensure timely deliveries
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features

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Employer: **Mohammed Fakhro**

Start Date: 20 Jan 2008 – 15 Sep 2010

Position Title: **Sales Executive**

- Sales of all types of Home Appliances and electronic products
- Giving daily sales report to the management
- Supervision of the store
- Inventory and stock taking
- Ensuring monthly targets are achieved
- Making receipt for customer's purchases and arranging deliveries from suppliers
- Training new staff members on the types and features of various products
- Assisting section managers in product displays and stock arrangements

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Employer: **MD JOZ Electronics**

Start Date: 01 Dec 2004 – 31 Dec 2008

Position Title: **Sales Executive**

- Daily correspondence with the customers
- Giving day to day sales report to the management
- Filling and report making
- Sales of all types of home appliances and electronics
- Supervision of the store

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## **EDUCATION AND QUALIFICATION**

**SSC:** Completed in the year 1996 in **Pakistan Urdu School, Bahrain.**

**I – COM:** (Intermediate in Commerce) 1998 in **Pakistan Urdu School, Bahrain.**

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## **PROFESSIONAL TRAINING**

- Marketing Strategies
- Exceptional Customer Service
- Organizational Behavior
- Basic Report Writing
- Basic Accounting

## **OTHER SKILLS**

**IT Proficiency:** Microsoft Word, Excel, Power Point, Internet, Email

**Languages:** Fluent English, Arabic, Hindi and Urdu

**Transferable Skills:** Interactive, Optimist by nature and very good communication power