



## **NARESH MAKHIJANI**

GE Group • Ras Al Khaimah • Phone: +91 7859860050 • [nareshmakhiyani2016@gmail.com](mailto:nareshmakhiyani2016@gmail.com)

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### **Skills**

**Professional & interpersonal I Creativity I Team work I Self-motivation I Efficient I Adaptability**

Good knowledge of MS word, Excel, PowerPoint, Microsoft, Tally ERP 9

**Field of Interest:** Customer Service, Development of Products, Document Controller.

**Co-curricular Activities:** Watching dramas and movies, Net Surfing, Travelling.

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### **Recent Awards**

**Award of Excellence for Employee of the Month** (*GE Group of Companies*), July 2017

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### **Professional Experience**



**LUCKY STAR MOBILE PHONES L.L.C, RAS AL KHAIMAH, UAE.**

**Sales Executive, 2015 to 2018**

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.



**LUCKY STAR MOBILE PHONES L.L.C, RAS AL KHAIMAH, UAE.**

**Sales Asst Manager, 2018 to 2021**

- Promote sales through a professional sales approach
- Develop specific sales plan to achieve sales target
- Act as salesman of the showroom and first point of contact for walk-in customers
- Provide professional customer service to all visitors and clients
- Providing solutions to customers queries, requirements
- Prepares and establishes proposals, offers, proforma invoices to customers
- Explain customers regarding the product specifications and details
- Responsible to exhibit/showcase of products in a professional manner and maintaining the professional ambience in the showroom.
- Maintain inventory space and sales floor in an organized manner to enhance safety and efficiency

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### **Education**

- **HSC** Obtained 51% (board of Gujarat)
- **SSC** Obtained 47% (Board of Gujarat)

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### **Personal Details**

Date of Birth : 12-JUNE-1995

Gender : Male

Languages Known: English, Hindi, Gujrati and Arabic

Marital Status : Married

Religion : Hindu

Nationality : INDIA

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### **Declaration**

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

Place : Ahemdabad

Yours Faithfully

Date :

[Naresh Makhijani]