

CURRICULAM VITAE

SANIR RAI

H.No.-815 2nd floor, Kotla Mahawar Nagar
New Delhi-110003

Contact: + 91 9818848661

Email Id: sanir36@gmail.com

CARRER OBJECTIVE

I believe that the unique combination of skill experiences makes a person greater assets. I hope to obtain an opportunity to be associated with the firm with rewards in coherence to my achievement and organization goals.

EDUCATIONAL QUALIFICATION

- Graduation in Bachlor of Arts from Indira Gandhi National Open University (2017).
- XIIth Passed from WBCHSE Board (2011)
- Xth Passed from WBSE (2009)

PROFESSIONAL SKILLS

- Excellent Knowledge in electronics.

WORKING EXPERIENCE

Working with **IWORLD BUSINESS SOLUTIONS PVT LTD** as Sales Executive from june'2016 to till dated

JOB RESPONSIBILITY

- Coordinate daily customer service operation (e.g. sales processes, orders and payment)
- Track the progress of weekly, monthly, quarterly and annual objective
- Monitor and maintain store inventory
- Communicate with clients and evaluate their needs
- Analyze Consumer behavior and adjust product positioning
- Handle complaints from customer
- Create reports, analyze and interpret retail data, like revenues, expenses and competition

Worked with **CROMA electronic mega store** as an **CSS (CUSTOMER SERVICE SPECIALIST)** from May'2013 to june'2016

JOB RESPONSIBILITY

- Demonstrates product to customers to promote sales: Displays product and explain features to customer.
- Solve customer's queries about product.
- Demonstrates product and simultaneously explains merits to persuade customers to buy product.
- Meet targets for sales and keep records.
- Monitor stock levels.
- Invite customer to try a product.

STRENGTHS

- Adapt quickly to changing requirements as per Organizational Goal.
- Good leadership Skills.
- At every point I am so quick for reporting everything to my manager and to corporate office regarding every function or incident whether it's good or bad.

FUTURE PROSPECTS

- Looking to make a sustainable career in one of the leading organizations.
- To gain experience with self-accomplishment.

PERSONAL DETAILS

Father Name	: Mr. Nirmal Rai
Languages Known	: English, Hindi, Nepali
Nationality	: Indian
Marital Status	: Single
Religion	: Hindu
DOB	: 04/11/1993

Date:

Place: New Delhi

(Sanir Rai)

COVER LETTER

Dear Hiring Manager:

It is with great enthusiasm that I submit my CV for Retail Sales sector which you think

that would better suit me. Having Six years of experience in retail serving Croma & Iworld (Apple Store) with all passion and interest.

Well my current position is Senior Sales Executive which I sincerely enjoy and dedicatedly put in practical as a role model and always look for the improvement and growth of my company with my small contribution. which is part of my duty towards it.

Furthermore, I take great interest in customer service particularly to make them feel comfortable and flexible at their first visit.

In closing, I am glad at the possibility that you would give me the opportunity to meet with you. I appreciate your consideration and looking forward to hear from you.

Warmest regards,

Sanir Rai

House no 815 2nd floor Kotla Mahawar Nagar Delhi 110003

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