***RESUME***

**Hardip Singh**

**S/R NO 49/8,**

**Baliraj Colony No 2**

**Rahatani Pune 411 018**

**E-mail:** [singh2018.hardip@gmail.com](mailto:singh2018.hardip@gmail.com)

**Mobile no:**  8766579006

**Objective**:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

**Computer Skills:**

• EXCEL, MS WORD, INTERNET

• MS OFFICE

**Educational Qualification**:

• B.COM Passed in Second Class

• HSC Passed in Second Class

• SSC Passed in second class

**Experience**:

**Organization** : **Comfort Furniture Hub**

**Duration :** April 2008 to April 2011.

**Designation :** Sales Consultant

**Responsibilities :**1. Greeting Customers & find out the needs

2.Team up with Colleagues to ensure proper customer Service  
3.Responsible for achieving the monthly & annual sales targets as Planned  
4.Responsible for effective Conversion of walk-in Customers  
5.Responsible for maintaining the look & feel of the showroom as per the Brand Guidelines.  
6.Responsible for visual Merchandising at the Showroom

7. Ensuring customer satisfaction on product

8. Responsible for sale and delivery of Furniture

**Organization** : **Craft Creations**

**Duration :** May 2011 to March 2014

**Designation :** Sr. Sales Executive

**Responsibilities:** 1.Greeting guest upon arriving in our retail showroom

2. Responsible for sale

3. Give them the Best Deals available on package

4. Identify new market and business opportunities

5. Maintain sales records

6. Responsible for sale and delivery of Furniture.

7. Ensuring customer satisfaction on product

8. Email quotation to the customer’s

9. Truly believe that the customer always comes first

**Organization** : **Tata Croma**

**Duration :** April 2015 to Dec 2018

**Designation :** Customer Service Specialist

**Responsibilities:** 1.To attend customer and give them proper service

2. Responsible for sale

3. Give them the Best Deals available on package

4. Identifying customer requirements

5. Maintain sales records

6. Responsible for sale and delivery of Product

7. Ensuring customer satisfaction on product

8. Email quotation to the customer’s

9. Truly believe that the customer always comes first

10. Preparing products for display

11. Helping customers try on or fit products

**Also handle Ware Department,**

1. Check received Material as per Consignment Note.
2. Inward Material in system as per process.
3. Apply security tag’s on each an every item.
4. Do Store to store transfer in system (STO)
5. Maintain Stock Accuracy
6. Hand over material to salesperson as per requirement.
7. Deliver the product to customer on time.
8. Maintain 5 S

**Organization** : **Apple Unicorn Store**

**Duration :** Jan 2019 to April 2021

**Designation :** Retail Sales Executive

**Responsibilities:**

1. Greeting customer's & find out the needs.

2. Describing a product's features & demonstrate use and operation of the product.

3. Handle walk-in customer queries

4. Identify the potential customer and understand the needs of the customer

5. Conversion of walk in customers into maximum sales

6.Sell Accessories

7. Achive the Monthly Target

8. Providing information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options.

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**Personal Profile**

**Name :** Hardip Singh

**Date of Birth :** 23-05-1986

**Sex :** Male

**Marital Status** **:** Married

**Languages Known** **:** English, Hindi, and Punjabi , Marathi

**Nationality** **:** Indian

Yours faithful Date:

(Hardip Singh)

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