

# CURRICULUM VITAE

## MANU GOEL

Delhi, India

Contact No.: +91-9897969096

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### **OBJECTIVE:**

Seeking a career that is more innovative and interesting and a job that gives me opportunities to learn and enhance my skills and strengths in conjunction with company goals and objectives.

### **WORK EXPERIENCE:**

#### **Shoemart Landmark Group Retail Company Dubai, UAE**

##### **Sales Associate**

(From March 2021 To December 2021)

##### **➤ Duties & Responsibilities: -**

1. Manage the daily operations and ensure that sales target are met, and customers satisfaction is achieved at all times.
- 2 Assist customers and provide advice on product information and availability
3. Responsible for product order and inventories, process payments by totaling purchases, Checks, cash and store or other credit cards.
4. Manage customer complaints promptly and liaise with appropriate channels for proper resolution and action.
5. Prepare monthly reports such as items movements, sales, and forecasts.

#### **Snoonu Trading Services WLL Doha, Qatar**

##### **Sales Cum Stock Associate**

(From February 2019 to January 2021)

##### **➤ Duties & Responsibilities: -**

Assist in receiving, supplying and managing stock inventories. Check and verify stocks received as against vendor bills. Determine equipment and material issues to the production staff. Handle Stock inventories in a warehouse setting. Maintain and manage stock Records and Statements. Handle and Manage stock of products in an organized manner. And Prepare requisition orders for the incoming stock.

### **RELEVANT SKILLS:**

## **Electronic Data Processing Knowledge:**

1. MS Word: Excellent skills in editing typing and maintaining documents.
2. PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
3. Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
4. Outlook: Very much familiar to use outlook.

## **EDUCATIONAL BACKGROUND:**

### **High School from CBSE Board in 2015.**

S.F.D.A.V. Public School MZN UP.

### **Intermediate from UP Board In 2017.**

Krishak Inter College Meerut UP.

### **Three Years Diploma in Computer Science Engineering in 2018.**

Rajiv Gandhi University Adilabad AP.

## **LANGUAGES:**

1. English: Fluent in speaking and writing.
2. Hindi: Fluent in speaking and writing.

## **PERSONAL INFORMATION:**

1. Full Name: Manu Goel
2. Nationality: Indian
3. Marital Status: Single
4. Date of Birth: Aug25,1999
5. Place of Birth: Muzaffarnagar U.P.

## **PASSPORT DETAILS:**

1. Passport No.: R5322112
2. Date of Issue: 25/10/2017
3. Date of Expiry: 24/10/2027
4. Place of Issue: Ghaziabad U.P.
5. Visa Type: Employment Visa (Cancelled)

## **REFERENCES:**

Reference will be furnished upon request

## **DECLARATION:**

Hereby, I certify that all the above information is correct to the best of my knowledge.

MANU GOEL

