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| **Curriculum Vitae**    **UMESH SUTHAR**  **Sales Expert at iVenus Apple Premium Reseller Store**  D.O.B.: 25-June-2000  Nationality: India  Location: Vadodara,(Gujarat State) India  Phone: 91-8780454281  Email: umeshsuthar5012@gmail.com  Indian Passport no: U4276703 |

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| Sales and Software support Expert with more than Three years of experience in Apple Premium Reseller Store. Fully knowledgeable in general Sales and Service, Adept at implementing innovative Sales and Service practices and procedures to improve efficiency.  **Academic Qualification:** |
| * 10th SSC Passed in 2016.   **Extra Qualifications:**   * Fundamentals of computer and IT Operating system- MAC Os, XP, DOS, WINDOWS, PC Packages, MS Office Programming Concept. * Well versed with internet, email, other computer related activities and standard office management software. * Able to type minimum 22 words per minute.   **Additional Training:**   * Fire prevention and firefighting and Elementary first Aid.   **Employment Record:**   * Working as Sales and Software Support Expert at iVenus Apple Premium Reseller Store (Venus Data Products) at Vadodara since Juan 2017 to Till Date.   **Specialized Skills**   * Excellent interpersonal and communication skills * Multi-tasking abilities with proficiency in organizing and managing different tasks * Expert knowledge of handling Sales, Billing, Service and Phone Buyback. * Skilled in book keeping and preparing statistical and Store records * Thorough insights in overseeing stock levels and ordering supplies * Proficient in assigning duties and scheduling shifts |

**Responsibilities and Role details:**

* Software installing on all mac, restoring and updating knowledge, trouble suiting, all devises enroll knowledge (digital content over the air) demo unit enrolment program.
* IRujul ERP knowledge outward inward and GRN of Products.
* Managing operations of a high-volume Mobile and Digital Electronics Shop and Distribution work organize staff of over 7 employees
* Co-ordinate administration, budget, payroll, staff and vendors, Suppliers and Retailers.
* Maintain high standard quality hygiene, health and safety
* Generating detailed daily, monthly, quarterly and yearly reports on business, staff and profit.
* Daily Cash Deposit in Bank and Banking Related work.
* Maintain day to day office work.
* POS Billing Work.

**Other Interests:**

Hobby: Reading and Travelling

**Achievement:**

* Got an Achievement of Apple Expert Batch and Certificate from Apple Inc. in August 2019.
* Got an Achievement Apple Certified Support Professional 10.15 from Apple Inc. in July 24, 2020

**Languages Known:**

Read Wright Speak

Hindi Yes Yes Yes

Gujarati Yes Yes Yes

English Yes Yes Yes

**Passport Details:**

* Passport No: U4276703
* Issued Date: 21/05/2020
* Expiry Date: 20/00/2030
* Place of Issue: Ahmadabad

**Date:**

**Place: Vadodara Umesh Suthar**