

COVER LETTER

Dear Hiring Manager,

I would like to express my interest for the subjected job position open for hiring at your esteemed organization. I'm confident & fully qualified for the position and will be a strong addition to your team. My experience consists of Retail Sales to hospitality and wellness giving me intense knowledge of sales and better understanding of customer service and hospitality.

I look forward for a job interview at your earliest convenience.

Please find my resume attached.

Regards,

Imran Khan.

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Imran Khan



Career Objective:

Self driven individual with confident and confident attitude looking for a position that will benefit from a proven record of achieving demanding sales results .Sales position where my skills and experience can effectively be utilized to increase sales revenue.

Academic Details:

B.com Graduate [2007] with aggregate of **57.00** from Mumbai University

High School [2002] with aggregate of **54.17** from Pune University

Work Experience:

Duty manager Geekay Games Dubai LLC from Nov 2018 till date

Making and implementing various check list and daily responsibilities that helps in smooth functioning of daily business.

Making daily follow-up with various departments and team in order to achieve weekly target and scores.

Mentor team as right information, offers and policies are delivered to the customers all the time.

Maintain proper merchandise following the guidelines ensuring right offers are displayed along with arranging the stock to dedicated category/section.

Handling customer queries and repairs against any defect or under warranty goods within timely manner.

Report on weekly and monthly basis to area & sales manager about target achievements, demand of any new product in the market, out of stock items and best selling items category wise.

Duty manager in Warwick International Hotel L.L.C (Dubai) from May 2015 to Aug 2017

Increased monthly sales by 3.3% & gross profit by 3.1%, while achieving 60% increase overall in territory.

Retained 50% of business through introducing creative marketing plans and customized packages.

Elected to attend and successfully completed company's prestigious sales & management trainee program.

Extensive experience in sales management, cost control and profit loss analysis.

Making weekly staff roster, sales reports, staff payroll register, store inventory reports, marketing reports etc.

Supervise and maintain the required standards of international hospitality customer service

Set up manager in Aura Thai Spa Services Pvt. Ltd from Jul 2011 to Mar 2015

Recognized by company for outstanding sales service and consistent leadership in reaching company goals
Chosen to be a Corporate Trainee.

Taught Introduction to Sales and store Operation to branch employees

Completed training in all phase of business, including operations, product lines, sales and distribution.

Travelled to numerous branches to assist with sales-related issues.

Marketed territory for new sales representative, developed improvement to cold calling technique

Sales officer in Damas diamond jewellery L.L.C (Dubai) from Oct 2008 to Nov 2010

Proactively sought out customers to assist across sales floor

Enthusiastically conversed with customers about purchase needs and available products.

Escorted customers to products, inform queries related to gold prices & exchange policies, register for customized orders for Gold & Diamonds jewellery.

Participate in achieving the overall store target on monthly basis, along with do make extra efforts during festive seasons and store promotions or events.

Prepare for promotion by rearranging stocks, adding signage and retagging merchandise.

Awarded for best employee in participation during festive event for mother's Day & Akhayee Trithya season sales.

Beauty advisor for brand (Christian Dior) Euro Traditions India Pvt. Ltd. from Nov 2006 to Aug 2008

Consulted with customer on beauty care needs and made product recommendations.

Followed latest trends in order to provide up to date information to customers.

Processed customer payments by Cash, Credit or Vouchers.

Suggest additional items & skincare routines to boost sales and increase customer satisfaction.
Provide information regarding store policies, product and new Launch items.
Plan and assist for all the required tools for Event Launch for new Product or Promotional Event.
Prepare for promotion by rearranging stocks, adding signage and retagging merchandise.
Maintain daily, weekly & monthly book of records for sales and requirements

Beauty Advisor in Beauty Concepts India Pvt. Ltd from May 2004 to Nov 2006

Worked as a Beauty product consultant for promoting brands like YSL, Davidoff, Bvlgari, Diesel, Espirit, Adidas etc.
Maintain daily book of records for sales and inventory.
Maintain proper cleanliness and merchandise of the products as per the rule book.
Achieve daily target by promoting the sales by offering various deals and promotion.
Maintain proper cleanliness and merchandise the products as the rule book.
Update area manager on daily basis the sales and competitors figures.
Be attentive and punctual at work.

Short Experience/Project Details:

Process manager in La Belle Body Care Pvt. Ltd (Hyderabad) from July 2018 to Oct 2018

Making and implementing various check list and daily responsibilities that helps in smooth functioning of daily business.
Making daily follow-up with various departments and team in order to achieve weekly target and scores.
Finding best vendors for the organization and coordinating and updating the same to team.
Attending weekly meeting with company MD, COO and GM to discuss the POA for the coming week along with drafting last week review and achievements.
Being a mentor for the new recruits along with assigning them various task as instructed by the COO.
To perform monthly or weekly branch audit along with drafting the audit findings and action report to the board of directors.

Title: Sales & Business Development Manager.

Direct the complete revenue generation of a Spa & Saloon in its initial start up.
Appointing professionals for outlets.
Making various tie ups with the nearby joints which can boost in the outlet sales.
Instruction of various memberships & packages which adds significant numbers to the sales.

Duration : 2 months

Field of Interest

Exploring self knowledge
Challenging job atmosphere

Key Skills

Customer Service
Selling Skills (Cross sales, Up sell)
Telephone etiquette and presentation
Business development (expansion)

Declaration

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



(Imran khan)