



Sunil Kumar. P  
Micamount  
Gudalur, The Nilgiris  
Mob 00919360571894  
Sunil63805@yahoo.com

---

## **SEEKING CHALLENGING ASSIGNMENTS**

### **OBJECTIVES;**

Objective – Be part of a leading company's success story in the capacity of salesperson, ensure optimal profitability for the company and satisfaction for the company's clients.

### **QUALIFICATIONS SUMMARY**

Hardworking sales rep having experience in sales of [industry/ service/ manufacturing], Strong ability to convince customers towards optimal sales, through high level of determination, positive attitude and hard-work.

### **NOTABLE SKILLS AND COMPETENCIES INCLUDE:**

- Energetic | Friendly | Pleasant | Outgoing | Success/Result-Oriented | Enthusiastic
- Good written/verbal communication – Proficient in presentation, writing and/or editing manuals, product promotion and advertising.
- Exceptional customer service.
- Proven aptitude in problem solving.
- Can operate independently and as part of a team.
- Skilled at Excel, Microsoft Word and PowerPoint.

### **WORK EXPERIENCE**

2005-2007: HOTEL LORD SPARK, COIMBATORE, INDIA.

DESIGNATION: FRONT OFFICE ASSISTANT SUPERVISOR

Job responsibilities

- Accommodates guest of hotel by greeting, performing guest transactions, answering the telephone, operating necessary front office equipment, etc. to ensure high-quality guest relation.

2010-2012: VODAFONE, KERALA

DESIGNATION: SALES EXECUTIVE

Job Responsibilities

- Supervised established client accounts – contacted clients regularly to establish effective working relationships; maintained relationships with the company's customers.
- Wrote concise and effective customer proposals – Prepared sales contracts, proposals and presentations.

- Analyzed market potential – Researched prospective customers and potential profit.
- Checked quality of account services – Made regular status reports: follow-ups, closings and activities.
- Worked on training new company employees.

2010-2014: ROYAL OAK N OAK, BANGALORE, INDIA.

DESIGNATION: SHOWROOM IN CHARGE

Job Responsibilities

- To achieve monthly target of business in the store.
- To take full responsibility for the day to day running of the show room to ensure that the Showroom is visually merchandised to an excellent standard.  
To ensure that the highest levels of Customer Service are given at all times

2014-2016: WELL TOUCH TECHNICAL WORKS LLC, DUBAI, UAE.

DESIGNATION: ADMIN ASST CUM ESTIMATOR

Job responsibilities

- Prepared effective action plans and schedules – Participated in marketing plan design and execution.
- Took part in trade shows and other marketing events.
- Perfected knowledge of product, market, and sales strategy.
- Handled and resolved any complaints or concerns from customers.
- Worked with company staff to effectively close sales & sales management.

2016-2019: ALBARAHA FACILITY MANAGEMENT LLC DUBAI, UAE.

DESIGNATION: SUPERVISOR

Job responsibilities

- Prepared effective action plans and schedules
- Day to Day schedule preparation for each cleaning staff
- Follow up the clients for the report of the staffs
- Scheduling the proper chemicals to the different site
- Make sure that the staffs are present and about their performance

### **SKILLS AS A MANAGER**

- Strong organizational skills;
- Presentation skills and attention to detail;
- The ability to plan your own work, work on your own initiative and meet deadlines;
- The ability to manage pressure, conflicting demands and prioritize tasks and workload;
- Oral and written communication skills;
- Tact, discretion and respect for confidentiality;
- A pleasant, confident telephone manner;
- Teamwork;
- Reliability and honesty;
- Project management skills

## **EDUCATIONAL BACKGROUND**

- Higher Secondary
- Technical Qualification

## **COMPUTER SKILLS**

- Software knowledge
- Microsoft Word and Excel
- Web browsing
- Windows installation

## **PERSONAL DETAILS**

❖ Nationality	: Indian
❖ Religion	: Hindu
❖ Marital Status	: Married
❖ Date of Birth	: 31/03/1978
❖ Passport no	: L7078533
❖ Languages Know	: English, Hindi, Malayalam, Tamil, Kannada

## **DECLARATION**

I do hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

## **REFERENCES**

---

Any References required are available on request.

Sunil Kumar. P