Robert Smith

Marketing & Sales Officer

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Acquired an experience of 9 years in Sales and Marketing and currently working as a Sales Officer. A self-starter with entrepreneurial management skills having of qualitative experience in sales, marketing and business development in the Indian and UAE markets. An excellent planner with proven abilities in accelerating growth, generating customer loyalty levels and serving retail and corporate sector customers effectively.

WORK EXPERIENCE

Marketing & Sales Officer

Mumbai, Maharashtra - February 2013 – Present

Responsibilities:

- Maintaining relationships with existing customers through regular visits.
- Coordinating policies and strategies with the chain management and work closely with the advertising department to plans advertising campaigns and strategies to develop/increase the customer base.
- Managing the sales team, the product inventory directs the sales/marketing and the customer service management.
- Handling and supervising the daily processes/activities that are carried out in the store.
- Operating internet, updating all records and documents (hard copy as well as soft copy), purchasing and maintaining stocks, data entry, updating accounts, compiling MIS reports, networking with different stakeholders and organization.
- Responsible for finding and winning new customers, as well as looking after existing customer accounts.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.

Sales Executive

Prime Builders Construction Materials Industries - January 2008 – December 2012

Responsibilities:

- Helps HOD for mapping requirements, calling up clients and convincing them about the product maintaining of marketing material, brochures etc. - hard copies soft copies.
- Send quotations and follow-ups for the purchase order, understanding client requirement and building up good business relations.
- To coordinate with planning for the processing of orders and follow up on regular basis for its timely completion.
- Preparation of daily, weekly monthly sales report presents it to management.
- Back office support to sales team in administration in sales activities.
- Manage the brand activities which include general administration, supervision of staff flowing store requirement, dealing with customers.
- Provide clients with assistance in preparing the required travel documents and forms.

SKILLS

Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Team Management, Negotiation, Sales, and Marketing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

Education

H.S.C - 1996(University / Board - Jammu, Jammu And Kashmir)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**