

CURRICULUM VITAE



HARSHAD PV

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Holding Valid UAE driving license

CAREER OBJECTIVE

Seeking a challenging opportunity in an industry where my knowledge, skills and potentials can be extensively applied and allows me to learn new environments and concepts for my career growth.

PERSONAL SKILLS

- Fast learning capacity.
- Ability to build and maintain customer relation.
- Hard working, very punctual and committed to the career.
- Application of analysis and problem solving skills.
- Excellent knowledge in MS office.
- Able to work under pressure and meet deadline with ease and efficiency.

ACADEMIC QUALIFICATION

- **Master of Business Administration** with specialization in HR and Marketing from Oxford College of business management, Bangalore University India.
- **Bachelor of Business Management** from PA College of business management, Mangalore University.
- **Senior Secondary School** from Ansar College, kerala India.
- **Higher Secondary school** from Government fisheries Tech School for boys, madappally, India

PROFESSIONAL EXPERIENCE

- **SALES REPRESENTATIVE**
Ibrahim Ahmed General Trading LLC (2014 – 2019)

Key Responsibilities:

- Identify new markets and business opportunities.
- Gathering market and customer information.

- Responsible for payment collection & realization of outstanding.
- Preparing sales reports in daily and monthly basis and report to superiors.
- Developing business relationship with client via telephone calls, meetings and emails.
- Taking complaints from customer, finding out the best possible way to satisfy the customer through coordination.

➤ **SALES MANAGER**

Ibrahim Ahmed branch (2019 – Present)

Key Responsibilities:

- Ensuring high levels of customer satisfaction through excellent service.
- Meeting sales goals by training, motivating and providing feedback to store staff.
- Deal with all issues that arise from staff or customers.
- Report on buying trends, customer needs.
- Undertake store administration duties such as managing store budgets and updating financial records.
- Identify new market and business opportunities.
- Hire, train, and oversee new staff.
- Monitor inventory levels and order new items.

PERSONAL DETAILS

Date of Birth: 10th May 1990

Nationality: Indian

Passport No: L7158676

Driving License No: 3452454

Visa Status: Working Visa

Languages Known: English, Hindi, Malayalam, Tamil,

Hobbies: Traveling, Movies,

DECLARATION

I hereby declare that above furnished details are true to the best of my knowledge and belief and I am also willing to give my best for the company.

Yours faithfully,
HARSHAD PV