

Sonu Kumar Singh

H.No. 30 B Urdhav society bhau ji street Sorabji compound

Juna Wadaj Pin code 380013 Gujrat (India)

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OBJECTIVES

To work with a progressive organization where my skills can be developed to its maximum potential and to use those skills in a team environment, allowing me to fully contribute to the successful achievement of corporate goals and objectives.

Skills

Positive Thinking About The Company, Good Communication Skill In All The Known Languages I:E English Hindi And Telagu, Bhojpuri. Good Knowledge In Sales And Retail Field, Supporting Skill With Team

EDUCATIONAL QUALIFICATION

CLASS	INSTITUTION	YEAR OF PASSING	PERCENTAGE /CLASS
H.S.C.	JAC Bokaro	May 2007	58 Percentage
10+ 2	U.P. Board	July 2012	59 Percentage
Graduate	Purvanchal University	May 2015	69 Percentage

WORK EXPERIENCE

1. E2E Network Ahmedabad

Sales executive

TIME PERIOD: Aug 2019 to Sep 2022

Job Duties and Responsibilities

- Provide excellent customer service Training at all times and work as a part of team.
- Ensure that each customer's needs are met, with the goal of increasing sales.
- Demonstrate and uphold the values and vision of the company.
- Maintains the highest standards of appearance and personal hygiene in compliance with the company guidelines, policy and.
- Performs effectively in difficult or challenging circumstance and achieves the assigned tasks within the allocated time.
- Must all times follow the agreed lines of communication as specified in the approved retail store structure times.
- Processes all customers till transaction quickly, accurately and in a friendly manner and in accordance with store policy and procedures.
- Manage the production of marketing materials, including leaflets, posters and flyers - this involves writing and proofreading copy, and liaising with designers and printers.
- Arrange for the effective distribution of marketing materials.
- Maintain and update mailing databases.

2. Earth Syscom Pvt. Limited

JOB POST Sr. Sales executive

TIME PERIOD 11 Oct 2022 to May 2023

Job Duties and Responsibilities

- In charge of selling the product of the company to a prospective/interested buyer
- Assists customer in case of technical problem in unit such as the parts and any other include in the unit
- Handle customers care concern
- Performs other duties as may be assigned from time to time
- Responsible for giving brochures and computations to the customers
- Secure sponsorship to assist with the publicity and funding of marketing projects.
- Carry out market research and customer surveys to assess demand, brand

positioning and awareness.

- Evaluate marketing campaigns.
- Monitor competitor activity.
- Analyze pricing positions.
- Contribute to long-term marketing plans and strategies.
- Manage budgets.
- Support the marketing manager, and other colleague.

COMPUTER QUALIFICATION:

Windows Microsoft Office Word, Excel, Internet Explorer.

PERSONAL PROFILE

DATE OF BIRTH : 18th December 1990

PLACE OF BIRTH: Bihar

GENDER : Male

STATUS : Married.

RELIGION : Hindu

NATIONALITY : Indian

LANGUAGE SPOKEN :English, Hindi & telugu, Bhojpuri

DECLARATION

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

Date:

Place: Ahmedabad

Sonu kumar Singh