



PERSONAL DETAILS

Date of birth: 23/08/2002
Nationality: INDIAN
Gender: Male
Marital status: Unmarried

CONTACT

UAE Address: Deira, Dubai
Phone Number: +971 54 2549101
Email: sahilasrani89@gmail.com

SKILLS

- ❖ Administration and office work knowledge
- ❖ Customer service
- ❖ Self-motivated and driven by targets.
- ❖ Knowledge of Documentation on goods purchased, Sales, and goods dispatched.
- ❖ Knowledge of sales and awareness of the product
- ❖ The ability to influence and negotiate with others.
- ❖ Sales and Marketing
- ❖ Quick learner and result oriented.

LANGUAGE KNOWN

- ❖ Hindi, English, Gujarati, Sindhi

OTHER KNOWLEDGE

- ❖ Microsoft Office
- ❖ Social Media
- ❖ Sales & Marketing
- ❖ Office operations work

PASSPORT AND VISA STATUS

Passport no: - U8456701
Passport expiry date: 23/02/2031
Visa Status: - 31/03/2024 (Visit visa)

SAHIL ASRANI

An enthusiastic, self-motivated, reliable, responsible, and hard-working person who can work in a busy environment and produce high standards of work. I am an excellent team worker and can take instructions from all levels and build good working relationships with all colleagues and stakeholders. I am flexible, and reliable and possess excellent timekeeping and office management skills.

Now looking for a suitable administrative position with an ambitious company.

EDUCATION.

Higher Secondary Completed (11th & 12th STD)

Doon Blossom Academy School, Ahmedabad, Gujarat, India (2018)

B. Com (Bachelor of Commerce in Accounts)

Lok Manya Tilak College, Gujrat University Ahmedabad, Gujarat, India (2022)

WORK EXPERIENCE

- Sales and Office assistance**
Shree Fashion and K. Aarti (Garment manufacturing company)
[09/2022 – 01/2024]
 - ❖ Handling unstitched and readymade garment sales from the existing and new clients (Retailers, Wholesalers, Agencies)
 - ❖ Following up with new and existing clients for regular sales.
 - ❖ Maintaining client's portfolio for sales and payment
 - ❖ Coordinating with purchase and production department on the ordered goods by the client.
 - ❖ Identifies product improvement or new products by remaining current on industry trends, market activities, and competitors.
 - ❖ Builds business by identifying and selling prospects, maintaining relationship with clients.
 - ❖ Handling customer questions, inquiries, and complaints.
 - ❖ Building and maintaining CRM database
 - ❖ Managing new and existing customer through phone call, Whatsapp and in person for sales.
 - ❖ Market research
 - ❖ Customer service

Reference will be provided upon request.

I hereby ensure that the given details are correct to the best of my knowledge.