



Shaan Mani Singh

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Objective

Results-driven sales executive with a proven track record of exceeding targets and cultivating client relationships. Seeking to leverage strong communication and negotiation skills to drive revenue growth and exceed sales goals in a dynamic team environment.

Experience

- Spencer's Retail Mart** 2021 - 2023
Sales & Marketing Executive & Store Supervisor
 - Supervising and directing the daily activities of retail staff, including assigning tasks, providing training, and ensuring adherence to company policies and procedures.
 - Ensuring that customers receive excellent service by resolving complaints, answering questions, and addressing concerns promptly and professionally.
 - Overseeing inventory levels, monitoring stock levels, and coordinating with the inventory team to ensure adequate product availability and minimize stockouts.
 - Ensuring that the store layout and displays are visually appealing, well-maintained, and comply with company merchandising standards.
 - Monitoring sales performance metrics, setting sales targets, and motivating staff to achieve sales goals through effective coaching and performance management.
 - Overseeing cash handling procedures, including opening and closing tills, reconciling cash drawers, and ensuring accuracy in cash transactions.
- Radiant Consultancy Services** 2019 - 2021
Receptionist / Customer Service Associate
 - Greeting visitors and directing them to the appropriate person or department.
 - Answering phone calls, taking messages, and transferring calls to the appropriate staff member.
 - Handling incoming and outgoing mail, packages, and deliveries.
 - Managing appointments and scheduling meetings for staff members.
 - Maintaining the reception area's cleanliness and organization.
 - Providing information to visitors and clients about the company's products or services.
 - Assisting with administrative tasks such as data entry, filing, and photocopying.
 - Managing office supplies and ordering new supplies as needed.

Education

- Sikkim Manipal Institute of Technology** 2016 (Pursuing)
Pursuing Bachelor of Business Administration
6.3 GPA
- Dr. Graham's Homes, Kalimpong** 2016
ISC (12th Standard)
70%
- St. Augustine's School, Kalimpong** 2014
ICSE (10th Standard)
75%

Skills

- Marketing
- Advertising
- Human Resources Management & Development
- Project Analysis
- Teamwork & Team building
- Leadership
- Salesmanship

Languages

- English
- Hindi
- Nepali

Visa Status

- Tourist Visa (valid till March, 2024)

Passport No.

- W1247559 (07/07/2022 - 06/07/2032)

Nationality

- Indian

Date Of Birth

- 6th March, 1998