

# DHEERAJ SINGH



## Personal

- Address**  
Tourist club area, Hamdan street  
00000 Abu Dhabi, UAE
- Phone number**  
+971553392701
- Email**  
dheerajsng5@gmail.com
- Date of birth**  
15-04-1985
- Place of birth**  
Varanasi, India
- Gender**  
Male
- Nationality**  
Indian
- Marital status**  
Married
- Driving license**  
Indian
- LinkedIn**  
dheerajsng5@gmail.com

## Interests

- Playing gym, Playing cricket, Singing, Making friends, Reading management books

## Languages

- Hindi ● ● ● ● ●
- English ● ● ● ● ●
- Arabic ● ● ● ● ●

To work in a successful and competent environment that would value my knowledge and experience and provide a relevant job position. To pursue a rewarding career in and offer dedicated service. Opportunity with a company that will not only challenge me professionally but will also allow me to develop my knowledge and potential further.

## Work experience

### Senior Sales Executive

Apr 2015 - Present

Balmain LLC, Abu Dhabi

#### Duties & Responsibility-

- Being attentive to every customer's needs.
- Ensuring that all customers are welcomed in an appropriate & timely manner.
- Recommend and display items that match customer needs.
- Accurately describe product features and benefits.
- Ensuring merchandise is well displayed.
- Maintain the cleanliness in the working area.
- Arrange the goods in a proper and neat way.
- Ensuring merchandise is well displayed.
- Place special orders or call others store to find the desired items.
- Inventory of stock/requisition of new stock and assist with store deliveries, receiving/processing/storage of stock in an efficient and timely way.
- Help to maintain store and stockroom as per company standards.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, balancing cash drawers, and making deposits.
- Performing clerical and administrative duties to support the Store manager.
- Follow all companies' policies and procedures.

### Assistant Shop Manager

Sep 2011 - Feb 2015

Raymond Apparel LTD, Bangalore, India

#### Duties and responsibilities-

- Training to store staff by reviewing and revising orientation to products.
- Providing training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training.
- Evaluating competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise.
- Attracting customers by originating display ideas; following display suggestions.
- Constructing or assembling prefabricated display properties; producing merchandise displays in windows and showcases, and on sales floor.
- Promoting sales by demonstrating merchandise and products to customers.
- Helping customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.
- Preparing sales and customer relations reports by analyzing and categorizing sales information.
- Maintaining inventory by checking merchandise to determine inventory levels; anticipating customer demand.
- Preparing reports by collecting, analyzing, and summarizing information.
- Maintaining quality service by establishing and enforcing organization standards.
- Contributing to team effort by accomplishing related results as needed.

## Education and Qualifications

### Master Of Business Administration(Marketing)

Sep 2009 - Jul 2011

RNS INSTITUTE OF TECHNOLOGY, BANGALORE, KARNATAKA, INDIA, Bangalore, India

The college is affiliated with Visvesvaraya Technology University (VTU) board, Belgaum, India, during September 2009 - July 2011

<b>Bachelor Of Science(Biology)</b>	Sep 2005 - Jul 2007
JAGATPUR POST GRADUATE DEGREE COLLEGE,VARANASI,UTTAR PRADESH,INDIA, Varanasi, India	
The college is affiliated with University of Jaunpur, India during October 2005 – June 2007	
<b>PUC (Biology)</b>	Jul 2002 - Jun 2003
HARISH CHANDRA INTER COLLEGE,VARANASI,UTTAR PRADESH,INDIA, Varanasi,India	
The college is affiliated with Uttar Pradesh (U.P) Board Allahabad, India	
<b>High School</b>	Jul 2000 - Jun 2001
HARISH CHANDRA INTER COLLEGE,VARANASI,UTTAR PRADESH,INDIA, Varanasi, India	
The college is affiliated with Uttar Pradesh (U.P) Board Allahabad, India	

## Courses

<b>Personality Development</b>	May 2008 - Apr 2009
Shine institute,Bangalore (IND)	
<ul style="list-style-type: none"> <li>Complete Knowledge of improving personal</li> <li>Cultivate resilience</li> <li>Listen actively</li> <li>Time management</li> </ul>	

## Skills

Microsoft word	● ● ● ● ●
POS Skills	● ● ● ● ●
Computer Skills	● ● ● ● ●

## Key Skills

Excellent Communication Skills  
 Project Management Skills  
 Commercial Awareness  
 Adaptability  
 Organization  
 Prioritizing  
 Time management  
 Multitasking  
 Negotiating  
 Networking  
 Streamlining processes  
 Delegating

## Achievements

- I got 3rd place in Mr.Varanasi Body-building competition in 2007.
- I did modeling in 2008.
- I have got complements from my senior mangers for my good behaviors and dedication of work.
- I have got best manager award to bring lot of changes in the shop operation.

## Summary

Experienced and results oriented Executive with twelve years of experience in retail environments.Motivated professional with strengths in building optimal customer service.

Adept in employee relations, inventory organization , and visual merchandising. Prepared, organized, and trained in product knowledge and store regulations. Committed to creating an environment that is conducive to achieving increased sales and customer satisfaction.