

ANU ABRAHAM

Branch Manager/Sales Executive

Dynamic and results-driven Sales Executive with a proven track record of exceeding sales targets and fostering long-lasting customer relationships. Exceptional communicator with strong negotiation skills and a customercentric approach. Adaptable, tech-savvy, and committed to fostering long-term client relationships. Seeking opportunities to contribute dynamic sales expertise to a forward-thinking organization.

CONTACT DETAILS

+91 8086962233

□ anuabraham33@gmail.com

🛍 Pathanamthitta, Kerala, India

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE (B.Com.)

M.G University

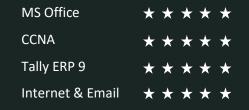
HIGHER SECONDARY

Board of Higher Secondary Examination, Kerala, India

MATRICULATION

Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY



LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	85 %
Tamil	85 %

KEY SKILLS

Team Work	Work Eth	ork Ethic Analytical skills		Leadership Quality	
Negotiation Skills	Time Management		Customer Relationship Management		
Problem-Solving Ability Hardy		ardworking	Positive At	titude	Adaptability

EMPLOYMENT CHRONICLE

BRANCH MANAGER | 22 Dec 2023 - Present SALES EXECUTIVE | Mar 2022 - Dec 2023

AL MULLA EXCHANGE, KUWAIT

- Maintaining daily sales reports and petty cash.
- Preparing daily cash control reports and K-net reports.
- Handling foreign currencies.
- Preparing daily reports of sales and purchases of foreign currencies.
- Proper Filing of daily Branch Reports.
- Conduct market research to identify opportunities and trends.
- Prepare and deliver compelling presentations to potential clients.
- Build and maintain strong relationships with existing clients.
- Stay informed about company products; provide detailed information to clients.
- Ensure accurate and timely documentation; provide regular sales reports.
- Follow company policies, procedures, and industry regulations.
- Stay updated on industry developments and continuously enhance sales skills.

OPERATIONS EXECUTIVE AND AUDIT | Feb 2021 - Feb 2022 UNITED CONSULTANCY SERVICES INDIA PVT LTD GURUGRAM, HARYANA

- Manage day-to-day operations and implement policies.
- Ensure efficient workflows and adherence to procedures.
- Conduct internal audits for policy and regulatory compliance.
- Maintain accurate records and ensure compliance with standards.
- Generate and analyze reports on operational performance.
- Ensure adherence to industry standards and best practices.

PERSONAL STRENGTHS

- COMMUNICATION Interpersonal skills verbal,
 problem solving and listening
 skills in any administrative role.
- SERVICE Having a client focused approach skills include patience, attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list.
 Prioritizing tasks by the deadline for improving time management.
- MANAGEMENT- Management skills to direct others and review others performance.

INTERESTS







Music Travelling

Reading

CUSTOMER SERVICE EXECUTIVE | Aug 2020 – Feb 2021

INFINITY E-SERVICES GURUGON, HARYANA

- Assist customers with inquiries, issues, and requests promptly.
- Resolve customer problems and complaints efficiently.
- Handle accurate and timely processing of customer orders.
- Maintain records of customer interactions and transactions.
- Gather and analyze customer feedback for improvement.
- Follow company policies and maintain service standards.

SALES EXECUTIVE AND CASHIER | Aug 2019 – Jan 2020

MALABAR GOLD AND DIAMONDS MALL OF TRAVANCORE, TRIVANDRUM

- Manage cash transactions accurately during customer purchases.
- Maintain cash registers and reconcile daily cash transactions.
- Engage customers and assist in product selection.
- Assist in maintaining accurate inventory levels on the shop floor.
- Monitor stock levels and communicate replenishment needs.
- Identify opportunities for upselling and cross-selling.
- Enhance the customer shopping experience through additional product offerings.

COMPUTER OPERATOR | Oct 2018 – May 2019

SONASTAR JEWELLERY DUBAI

- Handle documentation tasks efficiently and systematically.
- Maintain organized records of transactions and information.
- Ensure data accuracy and quality in all computer operations.
- Maintain confidentiality and security of sensitive information.
- Stay updated on computer systems and technologies through training.

SALES EXECUTIVE | Oct 2016 - Oct 2018

JOY ALUKKAS PUNE SHOWROOM

SALES EXECUTIVE | Aug 2013 - Feb 2016

KALYAN JEWELERS, VIJAYAWADA SHOWROOM

- Welcome and offer guidance to customers, providing insights on the quality and latest trends in jewellery.
- Educate customers on the intricacies of jewellery and gemstones, explaining cuts, carats, colour, and clarity.
- Offer estimates for the repair of high-end watches and custom jewellery.
- Recommend jewellery designs tailored for specific occasions, ensuring a personalized and memorable shopping experience.

PERSONAL DOSSIER

Gender : Male

Date of Birth : 28-10-1992

Nationality : Indian

Marital Status : Married

Passport Number : U5961493

Permanent Address : Pulimukathu Malayil (H)

Vadaserikara (P.O)

Pathanamthitta, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.