



CONTACT

- Dubai Investment Park, Dubai Arab Emirates.
- + 971 - 529856065
- virenvalechha56@gmail.com

SKILLS

- IT skills-MS-Excel, MS-Word, MS-PPT.
- Tally ERP – 9 software
- Receptivity to learning & Adaptability to change.
- Interpersonal and communication skills.
- Documentation & reporting
- Relationship building & Customer service
- Accounts Payable & Receivable (AP/AR)
- Cash handling
- Invoicing & collections

PERSONAL DETAILS

Name as in Passport : Valechha Viren Vasudev
Date of Birth: 27th January, 1999
Gender: Male.
Marital Status: Single
Nationality: Indian
Languages:
English, Sindhi, Marathi & Hindi:
Native Languages.
Passport Details: S5740257
valid till 26-07-2028
UAE Driver's License: Valid till 08-10-2026

VIREN VALECHHA

PROFESSIONAL SUMMARY

Career's objective: -

Experienced and motivated Sales Executive Professional & Account Assistant with four years in high level environments. Proven track record of expanding business by successfully networking. The ability to cultivate key relationships and consistently generate new business. Self-motivated and driven to help increase the prosperity of a business while working to enhance their reputation.

WORK HISTORY

Designation: - Sales Representative

May 2025 - Present

EMF Emirates LLC.

Location: - Dubai, United Arab Emirates.

Roles and Responsibility's: -

- Manage and expand a portfolio of clients across assigned territories, ensuring strong relationships and repeat business.
- Identify new business opportunities and generate leads within key sectors to drive company sales growth.
- Present and promote product offerings to clients through in-person meetings, calls, and presentations/demonstrations.
- Prepare accurate quotations, sales proposals, and order confirmations aligned with client requirements.
- Negotiate pricing, terms, and delivery schedules to secure profitable deals while maintaining client satisfaction.
- Coordinate with internal teams to ensure timely order processing, delivery, and after-sales support.
- Track sales performance, maintain detailed client records, and report progress against monthly and quarterly targets.
- Consistently achieved sales goals by implementing effective sales strategies and maintaining a proactive pipeline.
- Strengthen brand visibility by representing the company at meetings, trade visits, and client follow-ups.

Designation: - Business Development Executive

March 2024 - April 2025

Sparrow International General Trading.

Location: - Dubai, United Arab Emirates.

Roles and Responsibility's: -

- Identify and acquire new clients in the horeca sector, including cafés, restaurants, hotels, and bakeries.
- Develop and execute sales strategies to achieve revenue targets and business growth.
- Conduct product presentations and demonstrations for clients, showcasing Italian coffee solutions and pastry ingredients.
- Obtained revenue and paid invoices by verifying and completing payable & receivable transactions.
- Negotiate contracts and close deals, ensuring customer satisfaction and long-term partnerships.
- Consistently achieved and exceeded monthly and quarterly sales targets in

CONTACT

 34th gulab building, near gift land,

Dubai, United Arab



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the horeca industry.

- Prepare and deliver quotations, proposals, and product presentations to potential clients.
- Negotiate contracts and close deals, ensuring customer satisfaction and long-term partnerships.

Designation: - Sales Executive

September 2022 – February 2024

Cosmos ITL Group (SHARP)

Location: - Dubai, United Arab Emirates.

Roles and Responsibility's: -

- Maintaining relationships with clients by providing support, information, and guidance.
- Listening to what client's requirement and providing them to find the perfect product for their needs.
- Selling products by establishing contact and developing relationships with prospects.
- Responsible for resolving problems, identifying and analyzing market trends, monitoring competitor activities and responding to customer needs.
- Reaches out to potential clients and convincing them about the product's and brand's caliber so that the business can be expanded.
- Achieving weekly, monthly & yearly targets successfully with client's satisfaction.
- Train new employees in sales industry knowledge, pitch presentation and closing strategies, leading to the new hires outperforming.
- identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.

Designation: - Accounts Assistant & Sales Executive January, 2019 – February 2022

United office Supplies and Equipment

Location: - Monrovia, Liberia, West Africa, Africa.

Roles and Responsibility's: -

- Monitored vendor accounts and products updates to verify competitive pricing.
- Entered financial information and payments to guarantee accurate and on-time payments for vendors.
- Responsible for Tracking and recording expenses and reconcile accounts to maintain accurate accounts with the help of applications like Tally and Zoho books.
- Obtained revenue and paid invoices by verifying and completing payable & receivable transactions.
- Keeping of accounts in tally of NGO, Ministry (Government) firms.
- Efficiently handled diverse office functions, including filing, sorting & handling incoming & outgoing mails.
- Kept physical files and digitized records organized for easy updating.
- Helped clients navigate for services supplied, keeping records of client interactions and transactions, recording details of inquiries as well as action taken.
- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities.
- Helped resolve client problems quickly with superior customer service.
- Maintained routine communication with clients to assess overall

- satisfaction, resolve complaints and promote new offerings.
- Answer phone calls from customers with inquiries or complaints and resolve the issue as quickly as possible.
 - Tele-sales Representative: Placed sales phone calls and answered customer calls, answered phone calls from customers with inquiries or complaints and resolve the issue as quickly as possible.
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EDUCATION

2023

Inspired University College – Dubai, United Arab Emirates.

Bachelor in Business Administration

2016

J.D.C Bytco English Medium High School - Nashik, Maharashtra, India.

2014

Barnes School and Junior College - Nashik, Maharashtra, India.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.