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| **Bekzodbek ABDULKASIMOV**  **E-mail:** mr.smith92@mail.ru  **Mobile :- 056 5426909**  ***Dear Sir/Madam,***  ***I am writing this e-mail to express my interest for the post. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.***  ***My enthusiasm and commitment to excellence have served me well. I have extensive experience with administration & coordination, excellent planning & organizing skills having had the chance to significantly develop my Customer Relationship Management while working with different brands.***  ***I believe my experiences make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.***  ***Yours faithfully, Bekzodbek Abdulkasimov*** |
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| **Bekzodbek ABDULKASIMOV** Mobile: +971 56 542 69 09E-mail: [mr.smith92@mail.ru](mailto:mr.smith92@mail.ru)Address: Bur Dubai, Dubai, UAEDate of birth: 28/05/1992Marital Status: Single | | | |  |
| Competent and goal oriented professional with experience in corporate and individual sales. Proven expertise in operations, sales & marketing, merchandising, management and customer service. Demonstrated caliber in operating various retail stores through effective use of resources, cost control, and work process improvements. Dedicated team player with outstanding communication, analytical, negotiation, problem solving, decision making and time management skills. Seeking a challenging role in the corporate industry that will utilize gained expertise, business contacts, and useful skills. | | | | |
|  | **STRENGTHS** | |  | |
| * Bilingual—English and Russian | | * Rich database of companies in UAE | | |
| * Cooperative | | * Customer Relationship Management | | |
| * Excellent planning & organizing skills | | * Gained International Experience in UK | | |
| * Strong presentation & public relations | | * Proficient in Retail software & MS Office | | |

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|  | **WORK EXPERIENCE** |  | | |
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| **Corporate Sales Assistant** | | | | **January 2016 – July 2017** |
| “Samo” Textile Company, Andijan, Uzbekistan  Duties:   * Completing scheduled and cold call prospecting activities to establish first and follow up appointments with customer decision makers * Preparing and delivering sales proposals/presentations and follow up with key decision makers * Utilize the company’s Growth Management System (GMS Board) on a daily basis, scheduling and documenting activities, and developing prospective customer profiles. * Developing and maintaining an awareness of market behavior and competitive trends and respond accordingly * Handling customer transactions and enquiries and responding them accordingly. | | | | |
| **Sales Representative** | | | **February 2012–December 2015** | |
| Primark Store, Oxford Circus, London, United Kingdom  Duties:   * Providing excellent VIP customer service * Establishing relationship with customers * Listening to customer needs and giving recommendations regarding the purchase * Being flexible with different work schedules * Keeping high grooming standards * Following the manager’s orders * Working closely with others and being collaborative | | | | |
| **Marketing Manager Assistant** | | | **May 2010 — January 2012** | |
| Mannol & SCT GmbH Regional Distribution Centre  Duties:   * Developing customer relationship * Taking payment accurately * Providing high quality of advertisement of the company’s products * Reporting supply needs to managers * Sorting and pricing the merchandise in accordance to quality and pricing guidelines | | | | |

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|  | **AREAS OF EXPERTISE** |  |
| **Corporate Management**   * Deal with clientele to negotiate business dealing, tie ups, strengthen client support, service and business operations, while developing contacts with vendors and principals. * Dealing tactfully with VIP clients and consistently delivering outstanding customer service. * Managing day-to-day operations of the company while ensuring compliance with organization’s policies. | | |
| |  |  |  | | --- | --- | --- | |  | **PROVEN JOB ROLE** |  |  * Worked closely with colleagues to achieve sales goals and increase the market share. * Assisted customers in merchandise selection and provided efficient after sales service. * Handled floor sales key accounting tasks * Gave suggestions regarding stock replenishment * Handled VIP customer service * Maintained sales records for inventory control | | |

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|  | **EDUCATION** |  | |
| **BA (Hons) in Business Administration and Management**  Cardiff Metropolitan University (London Campus) | | | **2012-2015** |
| **College Diploma**  Vocational College in Andijan, | | | **2007-2010** |
| High School | | | **1998-2007** |

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|  | **ADDITONAL SKILLS** |  |
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| * Received training from Multi-National companies * Excellent in Microsoft Office, i.e. Microsoft Word, Excel, Outlook * IELTS Certificate with overall band score of 6,5 * Available for flexible scheduling * Proven ability to listen actively and act quickly * Proficient in responding to the range of corporate tasks | | |

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|  | | | **PERSONAL INFORMATION** |  |
| Nationality | : | Uzbek | | |
| Date of Birth | : | 28th May 1992 | | |
| Marital Status | : | Single | | |
| Languages | : | English, Russian, Uzbek, Turkish | | |

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|  | **REFERENCES** |  |
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| Available upon request | | |