

# MANJOT SINGH

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## SALES SPECIALIST

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### CONTACT

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Selling is not about pushing a product; it's about solving problems, building relationships, and delivering value.

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### SKILLS

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Customer Relationship Management

Sales Strategy & Closing Deals

Office Administration & Organization

Inventory Management

Team Collaboration

Communication & Interpersonal Skills

Problem Solving & Multitasking

### EDUCATION

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University Canada West

**2024-2025**

MBA in Finance

Lovely Professional University

**2021-2023**

BBA Hons.

### PROFILE

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Results-driven sales professional with experience in automotive sales and office administration. Skilled in customer service, sales strategy, and managing day-to-day office operations. Proven ability to build strong client relationships, meet sales targets, and contribute to team success. Passionate about delivering exceptional service and driving business growth.

### EXPERIENCE

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Sales and Office Assistant Specialist

**(SURREY WHEELS & TYRES)**

**JAN 2024-JULY 2024**

- Assisted customers in selecting the right tires and wheels, ensuring satisfaction and repeat business.
- Managed inventory, tracked stock levels, and placed orders to maintain optimal product availability.
- Processed sales transactions, handled cash, and maintained accurate records.
- Provided administrative support, including answering phones, scheduling appointments, and organizing office files.
- Collaborated with the sales team to achieve monthly sales targets and improve customer retention.
- Resolved customer inquiries and complaints promptly, ensuring a positive customer experience.

## ACHIEVEMENTS

- Consistently met or exceeded monthly sales targets at Surrey Wheels and Tires.
- Improved customer satisfaction by resolving issues efficiently and providing personalized service.
- Streamlined office processes, resulting in improved efficiency and organization.

## CERTIFICATIONS

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Digital Marketing  
(certificate ID – 2ZR 792 AVX)

First-Aid CPR  
BC Driving Class-5