

Nivin Varghese

Musaffah, Abu Dhabi, UAE
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OBJECTIVE

Looking for full-time work as an E-commerce Sales Represent, I am currently working in Abu Dhabi, UAE

PERSONAL STATEMENT

Experienced Commercial Sales Representative with over 2 years of experience in E-commerce. Excellent reputation for resolving problems and improving customer satisfaction.

TECHNICAL SKILLS

- Stocking and replenishing
- Knowledge of stock and accounting software
- Client Relationship Development
- Inventory Coordination

PERSONAL SKILLS

Management

- Currently working as a Commercial Sales Represent at an Stationery store
- Quoted prices, Credit terms and other bid specifications.
- Answering inquiries, checking availability of products and corresponding with customers via email
- Increased customer's satisfaction by resolving issues
- Sales in online platforms

Communication

- Replied to and solved client enquiries
 - Aggressively generated new business by prospecting, making follow-up calls to customers and contacting referrals.
 - Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
 - Exceptional computer skills
 - Prepared and deliver customer sales quotes.
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WORK HISTORY

Delight Stationery

Abu Dhabi, UAE
2021-Current

E-commerce Sales representative

- Aggressively generated new business by prospecting, making follow-up calls to customers and contacting referrals.
- Quoted prices, credit terms and other bid specifications.
- Sales in Online Platforms and make introducing new items in our website
- Managed stock ordering, basic accounting for store
- Worked as part of a dedicated sales team providing a high level of customer support and after sale service
- Responsible for stock purchasing

Apex Overseas Educational Solutions

Thrissur, Kerala
2019-2021

Educational Visa Consultant

- Reviewed applications to check accuracy, completeness and integrity of paperwork.
- Conducted mock interviews with applicants to improve preparation for official evaluations.
- Guided applicants through processes of obtaining visas and required documentation
- Assisted students with obtaining education-related visa for schools offering acceptance letters.

QUALIFICATIONS

Bharathiar University

Thrissur, Kerala
2015-2018

Bachelor of Science

Computer Science

INTERESTS

- Playing Cricket
 - Watching movies
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DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief