

# RESUME

## SHAIK ZUBAIR

H.NO. 4-73/2 Plot no-36.

Satya sai colony,  
Gandimaisamma,  
Hyderabad -500043.

✉ [zubairshaik421@gmail.com](mailto:zubairshaik421@gmail.com)

[+91 8977867689](tel:+918977867689)

### ABOUT ME



#### Customer Service Executive & Sales Professional

Take advantages of sales skills & customer service Executive experience and understanding of type market to become a professional sales staff and bring a lot value to customers. Becoming a professional in marketing going to work in dynamic working environment with challenges to develop myself from that I will contribute to development of your company.

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### EDUCATION



#### **B.COM**

Bachelor of Commerce  
Gauthami Degree, College  
Osmania University, Hyderabad

Pursuing

#### **CBSC**

Civics, Economics & Commerce Studies  
Royal J r. College, S.R Nagar,  
Hyderabad, Telangana

2010-2012

#### **S.S.C**

Holy Cross High School,  
Moti Nagar,  
Hyderabad,

2009-2010

## SOFT SKILLS



- **Communication**
- **Teamwork**
- **Flexibility**
- **Confidence**
- **Problem solving**
- **Self management**

## WORK EXPERIENCE



August 2015 – February 2021

### **Sales Exegetive & Customer Service Exegetive.**

Bhargav Medical Hall.

Punjagutta , Hyderabad.

- Meeting and greeting customers and making them feel welcome
- Devising and implementing the organisation's sales strategies
- Finding new channels for selling and distribution of products
- Building rapport with a customer and subsequently closing the deal
- Building relationships with new customers and distributors
- Demonstrating products to customers
- Maintaining good business relationships with existing clients
- Liaising with suppliers and manufacturers on a daily basis
- Holding meetings to discuss progress of existing projects
- Deal with customer feedback, enquiries, complaints and refunds
- Ensuring that business paperwork is stored in a secure location
- Protecting client's personal data and information
- Liaising with head office to ensure relevant stock is delivered on time
- Responsible for the marketing and advertising on new and existing products
- Increasing the visibility of Nestle products via implementing POS displays
- Using negotiation and communication skills to sell new products in small retail outlets to maximise shelf space and increase market share
- Ensuring sales targets are met before the specified deadlines
- Supervising junior sales representatives
- Participating in meetings with the organisation's board of directors

December 2011 – May 2014

### **Sales Assistant & Customer care.**

Anukar Pharmacy a unit of Anukar Hospitals.

Punjagutta, Telengana Hyderabad.

- Identifying Maintaining high levels of product and customer knowledge and participating in training programmes as appropriate.
  - Submitting detailed proposals and quotations to customers.
  - Providing regular and accurate sales forecast updates to Senior Managers.
  - Preparing and delivering sales presentations.
  - Able to build relationships with customers.
  - Identifying, contacting and qualifying leads.
  - Attending sales conferences and industry marketing events.
  - Aligning selling prices with company guidelines.
  - Travelling to the homes and offices of potential clients for appointments.
  - Developing customised territory plans
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## COMPUTER PROFICIENCY



- MS Word 2010
  - MS Excel 2010
  - MS Power Point
  - Tally
  - Photoshop CS5
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## LANGUAGES



- English
  - Hindi
  - Telugu
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## PERSONAL INTERESTS



- Cricket
  - Football
  - Reading books
  - Helping others
  - Travelling
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## PERSONAL DETAILS



Birthday:	19-November-1992	Marital Status:	Single
Gender:	Male	Nationality:	Indian

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## MY ADDRESS



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## Declaration

I, **Shaik Zubair**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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