

Curriculum Vitae

SANTOSH SINHA

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Career Objective :

To work in a challenging and dynamic environment this gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

Key Skills :

Highly motivated strong work ethics, effective leader, strong analytic and communication skills with Positive approach and innovate ideas and have an invaluable strength essential to qualify performance on job.

Personal Strengths :

- *Sincerity towards job and punctuality.*
- *Able to cope under pressure.*
- *Very meticulous and versatile.*
- *Can work independently or as a part of team.*
- *Comprehensive problem-solving abilities*
- *Good team worker, willing to work hard.*
- *Have good problem solving with analytic thinking.*

Personal Profile :

Date of Birth : *3rd March, 1989*
Father's Name : *Jyotish Sinha*
Nationality : *Indian*
Religion : *Hindu*
Marital Status : *Married*
Languages Known : *English, Hindi, Bengali & Assamese*
Gender : *Male*
Hobbies : *Playing Cricket & Travelling*

ACADEMIC QUALIFICATION :-

- *Graduate from Guwahati University.*

ADDITIONAL QUALIFICATION :-

- *Basic knowledge of Computer.*

PROFESSIONAL EXPERIENCE :**More than 8 Years in Commercial Field :**

- ✓ *Worked in **HTC Mobile** as a **Promoter** for the period of 2 years.*

Job Responsibilities:

- *To ensure that all customers are informed of & shown all available options, extras, accessories, extended warranties & other value added products.*
- *To strive to delight customers & work towards achieving the highest degree of customer satisfaction.*
- *To enhance the reputation of the company at every opportunity when interacting with others.*

- ✓ Worked in **Nokia Mobile** as a **Sales Executive** for the period of 2 years.

Job Responsibilities :

- Organizing sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Reviewing sales performance
- Negotiating contracts and packages
- Aiming to achieve monthly or annual targets.

- ✓ Worked in **Philips India Pvt. Ltd. (Audio Division)** as a **Sales Executive** for the period of 2 years.

Job Responsibilities:

- Building positive relationships with customers
- Assisting with generating new business
- Identifying opportunities for greater profits
- Understand customer needs and develop plans to address them
- Identify key staff in client companies to cultivate profitable relationships
- Resolve customer complaints quickly and effectively
- Forward upselling and cross-selling opportunities to the sales team
- Aim to preserve customers and renew contracts
- Approach potential customers to establish relationships

- ✓ Worked in **Indiabulls** as a **Sales Executive** for the period of 8 months.

Job Responsibilities:

- To strive to delight customers & work towards achieving the highest degree of customer satisfaction
- To enhance the reputation of the company at every opportunity when interacting with others

- ✓ Presently working in **Reliance (Ajo Business)** as a **Sales Executive** from last 6 months.

Job Responsibilities:

- Handling Business of all the Garments & Accessories from all over India.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Making new Agents for Ajo Business and provide them full information about the Garments & Accessories.

Declaration :

I hereby declare that the above information is true and correct to the best of my knowledge and belief. If given an opportunity to work in your organization I assure you that I will do my best for the utmost satisfaction of my superiors and for the betterment of the organization.

Date :

Place : Mumbai.

(SANTOSH SINHA)