**HARI HARAN VENKATRAMAN**

No.32/10, South Madha Street, Sankara Colony, Theradi, Thiruvottiyur, Chennai - 600 019, Tamil Nadu, India

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**SHOWROOM STOCK INCHARGE CUM SALES PROFESSIONAL**

Seeking opportunity with an organization of repute where I can carve a niche for myself and achieve both organizational and professional goals.



**PROFILE & STRENGTHS**

* A competent and diligent professional, offering **7+ years** of exposure in showroom experience**.**
* Challenging any objections with a view to getting the customer to buy.
* Effective to organized and work efficiently with the ability to meet multi-task.
* Systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization.
* Sound knowledge of chemical and furniture products
* Good work attitude and ethics.



**PERSONAL ATTRIBUTES**

* Be honest and trustworthy**.**
* Be respectful.
* Possess cultural awareness and sensitivity.
* Be flexible.
* Demonstrate sound work ethics.



**KNOWLEDGE SKILLS**

* Excellent customer service and interpersonal skills
* Computer Skills: Ms-Office (Word, Excel, PowerPoint), MS-Dos, Tally 8.0 Ver.
* Operating System: Windows: 95, 98, 2000, 2003, XP , Server, Mac: OS IX and OS X



**PROFESSIONAL EXPERIENCE**

**SAUDI OVERSEAS MARKETING AND TRADING COMPANY, RIYADH, SAUDI ARABIA June’13- Present**

Worldwide Suppliers of Chemicals, Medical, Hospital, Laboratory, Scientific, Educational, Research, animal housing & vivarium products, etc.

**Function of Stock In-charge**

* Maintaining optimal stock levels to ensure timely availability of products
* Stock shelves with appropriate products and ensure correct price tagging
* Reporting to management for expired chemical
* Disposes of expired and waste stock according to the current procedure
* Maintain stocks and inventory, arrange for inspection and complete the inspection
* Keeps and updates records of good received and issued
* Review physical inventories periodically
* Storage and preservation, Inspection of all receipts and Identification of all materials stored
* Materials handling, Packaging and dispatching
* Prepare Goods Receipt Note and transfer to branches / Store with proper record and filing.
* Monthly report provided to management for demanding new product or limited stock.
* Keen observation for valid chemical and evaporating chemical.

**Showroom Stock In-charge cum sales executive**

* Perform related duties and responsibilities as assigned
* Keep records of sale – Cash / Cheque / Credit/ / Card
* Compiles report of expenditure, and monthly stock report
* Check incoming materials for quality, and quantity against invoices, purchase orders and other documents
* Create and execute appropriate strategic plans to bring in more business

**Customer Care**

* Ensure high levels of customers satisfaction through excellent service
* Maintaining effective business relationships with customers
* Promote new products to walk-in customers and record orders
* Handle and resolve customers’ complaints
* Building a great rapport with customers.

**Accomplishments**

* Started with sales Executive, Lately learned with Customer care, warehouse in charge and Account transaction (Billing, Invoice Raise)
* Expanded additional sales



**DAMRO FURNITURE PVT LTD, CHENNAI, TAMILNADU, INDIA Aug’07-Mar’13**

*(Damro is the largest furniture manufacturer in South Asia. Damro distribute products manufactured in its own integrated factories, in four locations, spread over 125 acres and crafted by more than 5000 employees under stringent quality checks)*

**Showroom Senior Executive**

* Attending to walk-in customers.
* Demonstrate and ensure a sales approach and level of service that will attract and retain long term customers.
* Achieve company set target in showroom p/m.
* Promote sales by suggesting products to customer, providing information and helping in choose the product.
* Making customer aware of any schemes, discount, and promotional offers.
* Able to handle difficult customers with diplomacy and tact.
* Superior presentation/public speaking skills
* Analyzed local market for new furniture opportunity.
* Extremely good in communication Leadership skill in handling people, aggressive.

**Account Maintenance**

* Shouldered the task of creating Invoice against Sales Order for deliver the goods to Customer
* Maintained Monthly Stock Statement Both Physically & Systematically and submitted to management.
* Maintained proper record & Files audit purpose.
* Prepared Vouchers, Bills and Transaction on daily basis.
* Managed the maintenance of Cash Book Register and Depositing Cash into Bank.
* Well versed with Invoice Bill Purchase Order, Sales Order, Purchase Return, Cash and Credit Voucher in Tally 7.2 Ver.
* Adept in preparing Daily DC (Delivery Chelan cum Receipt) to Customer’s of Ordering Material and also raising Sales Order/ Sales Return to Customer.
* Responsible for preparing - Purchase Order/ Purchase Return of Inward and Outward Goods

**Showroom Maintenance**

* Keep an eye on the products in the store and responsible for any pilferage in store.
* Maintaining the discipline and decorum of the store.
* Ensuring the Showroom and all displays are neat and tidy at all times
* Keeping the products and storage area dust-free and clean.

**Warehouse Supervisor**

* Ensure that the items are stocked in the correct place at all times.
* Unload and check deliveries and sign for goods received and report any discrepancies or damages.
* Responsible of stock movement and make sure that the system is updated.

**Customer Care**

* Handling customer queries and maintained professional relationship with existing clients.
* Greeting & welcoming all potential and existing customers to the store.
* Matching the customer’s needs to the right product.
* Maintained furniture orders and processes it.
* To supervise material movements(Receipts, Dispatches and issues) from warehouse.
* Responsible for taking Feed-Back from Customers.
* Entrusted with the task of managing daily operations, administering various issues and queries and providing solutions.
* Coordinated with interior designers and provided solutions.

**Accomplishments**

* Initially began with Junior sales Executive, Lately learned with Customer care, warehouse in charge and Account related transaction (Billing, Invoice Raise)
* Monthly increasing sales volume by focusing on driving the selling process.
* Appreciation received from customer to maintaining timing delivery and Services.
* Proven sales and customer satisfaction record.



**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

**B.S.C. (Maths), 2004**

Shree Chandraprabhu Jain College, Minjur, Chennai - 601 203



**PERSONAL DETAILS**

**Name :** V.HARIHARAN

**Father’s Name :** M.Venkatraman

**Date of birth & Age :** 22nd June, 1981

**Gender :** Male

**Martial Status :** Married

**Passport No. :** H2896455; Date of Issue: 04/03/2009; Date of Expiry: 03/03/2019

**Pan Card No. :** ADRPH6910Q



**DECLARATION**

I hereby declare that all the statements made above are true and correct to the best of my knowledge.