



Suhail Chalil Purayil

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doha, qatar

SUMMARY

Multi-talented Sales Assistant confident at handling any store department. Talented at inventory and documentation management. Proven history taking on increased responsibility with enthusiasm and expertise.

SKILLS

- Stock Management
- Customer Relations
- Confident Communicator
- Opening and Closing Procedures
- Customer Service
- Brand Awareness
- Active Selling

DISCLAIMER

I hereby declare that all the information furnished above is true to the best of my knowledge. - Suhail CP

DRIVING LICENSE

- Have manual license

CERTIFICATIONS

- Chartered [experience employed certification]
- Level 1 [Commitment of the company]

EXPERIENCE

02/2022 - Current

Sales Assistant

ZARA fashion store | doha qatar | Doha, Qatar

- Handling a High volume of customer enquiries whilst providing high quality of services to each caller supporting the field sales team ensuring that staff uniforms and personal appearance are always clean
- Making follow ups call to confirm sales orders
- Accurately analyzing and assessing statistical datas
- Completing all sales related administrative needs
- Ordering and ensuring the delivery of goods.
- Showcased product features and benefits to drive sales.
- Liaised with customers to determine needs, provide recommendations and upsell services.
- Maintained excellent visual merchandising standards by routinely cleaning and organising window and point of sale (POS) displays.
- Went extra mile to locate merchandise for customers by researching and calling associated retail branches.
- Boosted sales and improved customer satisfaction by providing attentive, personalised client services.

03/2014 - 03/2016

Purchasing Manager

Cosmic world of passion | Bangalore, India

- Negotiated new and existing agreements or statements of work of the greatest complexity, including requests for information or requests for proposal and reverse auction generation and facilitation.
- Negotiated and managed vendor contracts.
- Expedited distribution of materials to locations.
- Coordinated the importation of items via ocean and air, including custom clearances.
- Researched market trends.
- Progressed through various purchasing, warehousing and leadership roles.
- Located and vetted vendors, established good relationships and negotiated contracts.
- Applied practical marketing concepts to increase revenue and market share.
- Generated reductions in material expenses by improving tracking and supplier and vendor contracts.
- Built competitive bidding environment with broad range of suppliers.
- Sourced new vendors for purchasing needs.

EDUCATION

Calicut University | Kerala, India
Bachelor's in commerce

JDT Islam Hr Sec School | Calicut, Kerala
Higher secondary