

SHAHANAS K I

Sales and Marketing Executive



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Professional Summary

To be part of an organization by using the learning ability. Having good presentation skills with leadership qualities and analytical power, strong and effective communication, working along with management, Excellent organizational planning and problem solving skills.to pursue a challenging career where creativity appreciated and where one will able to learn continuously and grow consistently adding value to the organization through the capabilities and skills.

Skills

- Communication
- Direct Sales
- Business Development
- Analytical Skills
- Sales processes
- Codes of Ethics
- Sales
- Product Selection
- Customer satisfaction
- Problem solving
- Professional conduct
- Quality customer service
- Customer Interaction,
- Inventory supervising
- MIS reports
- Excellent analytical and problem-solving skills
- Multitasking
- Luxury Goods
- Product Demonstration
- Negotiation
- High level of Integrity
- Be pleasant and approachable
- Merchandising
- Communication Training
- Strong inter-personal skills
- Interpersonal skills
- Identifying New Opportunities
- Disciplined and Target Oriented
- Excellent grooming standards
- Accuracy
- Sales Promotion
- Sales Presentations
- Service Orientation
- Organizational skills
- Financial Statement Preparation
- Strong interpersonal skills
- Proactive approach to selling
- Confidentiality
- personal hygiene standard
- Product Knowledge
- Ability to work independently
- MS- Office (Excel, word)
- ERP

Work Experience



Qatar

Jan 2024 -Oct 2024

Sales and Marketing Executive

- Conduct face to face meetings with prospective clients to show case service and close sales.
- Maintain and developing good relationship with both current and new clients.
- Assisting customers to making purchase decision.

- Coordinating entire team activities.
- Work as a call center, clear customer question and collect feedback from customer.
- Take and execute sales order process in accurate manner.
- Implementing new sales strategies.
- Conducting market research and evaluate customer needs.
- Provide after sales support.
- Provide better product recommendations based on customer requirements.
- Strong analytical and problem-solving skills, collecting feedback to improve sales strategies.
- Monthly Achieving sales target on Kip's continuously.

BISMI Electronics- India
2023
Sales Executive

Jan 2020 – August

- Entering and Maintain goods issue voucher and generate sales report.
- Check out displays, demos are properly arranged.
- Demonstrate and provoke customers through sell the product while sharing advantage and features.
- Clarify goods return voucher are approval and properly record in the system.
- Prepare and generate sales reports.
- Maximize sales by using various sales techniques like providing complimentary sell and other various combo-offers as well as substitutes.
- Answering customer quires and collect feedback.
- Recheck any pending deliveries and make immediate action.
- Check stock availability, inventory management.
- Motivating and approach customers and establishing customer needs and wants.
- Communicate sales and delivery department any mismatch or issue during delivery resolve immediately.

Land Mark Mall-QATAR
Accountant cum Sales luxury Retail shop (Lederach)

Oct 2017- November 2019

- Identify and research about marketing trends new opportunities for developing our sales strategies.
- Handling POS (Point of Sales) machine.
- Maintain and record inventory.
- Transaction of all payment's cash / credit cards and vouchers
- Provide product knowledge as well as technical supports to the customer
- Maintain long-term client relationship.
- Financial statement preparation.
- General ledger transaction.
- Accounts payable and receivable management.
- Reconciliation with bank, debtors and creditors,

- Inventory and store management.
- Exceed and meet sales target.
- Excellent communication and negotiation skill
- Communicate with clients and collecting feedback also collaborating with various internal department

Education

Batchlor of commerce MG University, Kerala, India

(2012-201

Diploma in hospitality and customer service, Frankian Institute of Aviation Training Academy, India
(2016-2017)

Certification Courses

Diploma in Computerized Accounting with GCC VAT

Certificate Programs in International Financial Accounting.

Languages

Malayalam, Hindi, Tamil, English
