

## Sanjay Kumar

Meena Bazaar, Dubai U.A.E.  
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### CAREER OBJECTIVE:-

To reach at highest of success with my hard work, dedication, sincerity and commitment towards job assigned to me. I always prefer creative and skillful role/activity where expected, challenge and responsibility.

### Professional Experience:-

Working as **Sales Representative** in **Cara Jewellers FZCO - JAFZA** (Gold & Diamond Park Dubai -UAE) From **September 2021** to **present**

### Responsibilities:-

- Serving customers at the sales counter.
- Maintained a working knowledge of all products and service to ensure customers were presented with quality options.
- Offering face to face advice to customers on the stores products.
- Provided excellent customer service by continuing a rapport with regular customers and creating a relationship with new customer through their purchase by adding them to my clientele base for one-on-one customer service
- Maintaining the jewelry counters and display cases interact with customers, exhibiting the knowledge of all items in cases, including diamond, gemstone, gold and watches.
- Processing returns and refunds as required in line with company procedures.
- Occasionally being responsible for the stores security including being its key holder.
- Using the stock management system to log, check, locate and move stock both in and out of the store.
- Responsible for the daily management of the till in the absence of the senior members.
- Ensuring that all areas are clean and adhere to the company's clear floor policy and Health and Safety requirements.
- Making sure that any item which is removed from a display column is replaced immediately after a sale.
- Handling customer complaints in a calm manor.
- Managing cash and payment systems in accordance with company procedures and policies.

#### Previous Employees:-

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**Royal Kohinoor Jewellers LLC.** From **November 2018 to November 2020**,  
Karama Centre. (DUBAI, UAE)

**Sales Representative**

November 2018 to November 2020

**Popley Kewalram Jewellers LLC.** From **April 2016 to May 2018**, Gold Souq Deira,  
Dubai Mall, Century Mall, Al Ghurair Center. (DUBAI – UAE)

**Sales Representative**

April 2016 to May 2018

#### Personal Qualities:-

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Self-confidence.

Willingness to Learn New Things.

Good communication skills.

Straight forward to work.

Quick learner.

#### Qualification:-

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**Graduation:**

William Carey University –Shilong –2010 (India)

**Secondary:**

H.P.S.E.B. –Dharamshala -2006 (India)

**Matriculation:**

H.P.S.E.B. –Dharamshala -2004 (India)

#### PROFESSIONAL QUALIFICATION:

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**Galaxy Computer Education Point**

Basics Computer (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts)  
Chandigarh-India

April, 2006 to June, 2006

**PERSONAL INFORMATION:-**

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|                    |   |                                        |
|--------------------|---|----------------------------------------|
| Father's Name      | : | Late SH. Parkash Singh                 |
| Date of Birth      | : | 25/07/1988                             |
| Gender             | : | Male                                   |
| Nationality        | : | Indian                                 |
| Status             | : | Married                                |
| Languages          | : | Hindi, English and Punjabi             |
| Domicile           | : | Himachal Pradesh - Shimla (India)      |
| Passport No        | : | T6747010                               |
| <b>Visa Status</b> | : | <b>Work Visa till 2nd January 2025</b> |

**References:**

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Will be provide on demand

**Dated: -**

**Sanjay Kumar**