

COVER LETTER

Mr Kisan Sadashiv Shinde

kisanshinde112@gmail.com

9158386045

11-23-2024

Hiring Manager,

Dear Hiring Manager,

I'm applying for a Senior position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team.

I can be reached at the number above or at my email address.

Sincerely,

Mr Kisan Sadashiv Shinde

Mr Kisan Sadashiv Shinde

Mr Kisan Sadashiv Shinde

Vadgaon Maval, Old Mumbai Pune Highway,
Sanskriti colony road, Nisarga Sparsh.
kisanshinde112@gmail.com
Mobile :9158386045



Career Objective :

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Academic Details :

- BA [Pursuing] with aggregate of 60% from Ram Krishna More college ACS
- HSC [2010] with aggregate of 60% from Dr BN Purandare college
- SSC [2008] with aggregate of 60% from Bhairavanath Vidyalaya

Work Experience :

- Working as Senior Sales executive in Aditya Birla Group- Novel Jewellery from Jul 2024 to till date
Role :Listening to customers: Understanding the customer's needs and requests
Presenting merchandise: Showing the customer options that match their criteria
Providing information: Sharing details about the products, such as their price, origin, and popularity
Helping customers try on jewelry: Assisting customers in trying on, sizing, and examining the jewelry
Closing sales: Ensuring customers are aware of the return policies, warranties, and refunds
Preparing sold items: Boxing and bagging purchases, and informing customers of payment plans and promotions
- Working as Senior Sales Executive in Tanshiq Jewellery store from Sep 2023 to till date
Role :1- Developing innovative sales strategies to achieve sales goals.
2- Providing support to less experienced Sales Representatives as needed.
3- Identifying potential customers through networking initiatives, cold-calling, and email communications.
4- Preparing regular sales reports as well as sales territory plans.
5- Resolving customer complaints in a timely and professional manner to maintain customer loyalty.
- Worked as Senior Sales Executive in XIOMI - MI SHOWROOM from Jul 2018 to Aug 2023
Role :1- Drives business by identifying and selling prospects and maintaining relationships with clients.
2-Enhances staff accomplishments and competence by planning delivery of solutions, answering technical and procedural questions for less experienced team members, teaching improved processes, and mentoring team members.
3-Expands business opportunities by identifying prospects and evaluating their position in the industry and researching and analyzing sales options.
4-Sells products and services by establishing contact and developing relationships with prospects and recommending solutions.
5-Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities.
- Worked as Sales Executive in VIVO PVT LTD from Nov 2015 to Jul 2018
Role :1-Conducting market research to identify selling possibilities and evaluate customer needs
2-Actively seeking out new sales opportunities through cold calling, networking and social media
3-Setting up meetings with potential clients and listening to their wishes and concerns

Project Details :

Title : BTL Activity

Description : Conducting market research

This includes competitor analysis and staying up to date with industry best practices.

Ensuring compliance

This includes ensuring compliance with brand guidelines and regulatory requirements.

Creating presentations and reports

This includes creating presentations, reports, and concept notes for BTL marketing activities.

Coordinating with teams

This includes coordinating with internal and external teams and agencies to ensure timely deliveries.

Brand activations

This includes brand activations in the city and working closely with the city manager.

Duration : 4 months

Role : Jewellery Consultant

Team Size : 4

Field of Interest :

- Customer support
- Customer satisfaction
- Sales and Marketing

Skills :

- Active listening
- Time management
- Product knowledge
- Prospecting
- Problem solving

Strength:

- Positive attitude
- Communication
- Creative
- Teamwork
- Attention to details.
- Adaptable

Declaration :

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date : 23 November 2024

Place : Pune, Maharashtra



(Mr Kisan Sadashiv Shinde)