

RAJU PARIYAR

Sales Assistant Manager

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Summary

To utilize the opportunities of working with a reputed and progressive organization, where I can enhance my professional skills and strength in conjunction with the company's goal and objectives and face new challenges. Looking for an environment where I can showcase and update my technical and professional qualities – team orientation, analytical qualities, and interpersonal skills being some of them.

Experience

Divya Auto Spare Parts Trading LLC (Dhanya Group)

Sharjah, United Arab Emirates

Assistant Manager - Sales

2013

AUTOMOBILES-GENUINE PARTS CENTER FOR JAPANESE CARS

- Plan, direct and evaluate the operations of establishments engaged in wholesale and retail sales or of departments in such establishments
- Manage staff and assign duties & Coordinate with sales person in 8 outlet of Divya Auto Spare parts
- Re-export Genuine parts / Aftermarket parts
- Manages the quotation process for all parts sales
- Manage inventory and stock levels
- Assist customers with selecting and identifying parts needed
- Arrange sufficient stock in all showroom and monitor the same
- Built relationships with customers and community to establish long-term business growth.
- Assisted in the development of annual sales forecasts, providing accurate projections that informed budgetary decisions for store operations.
- Delivered comprehensive training programs for new hires,
- Conducted weekly team meetings to review progress towards goals, address challenges, and share best practices among staff members.

KBR (Kellogg Brown and Root)

Baghdad, Iraq

Administration Supervisor

2008 - 2011

KBR, We Deliver. KBR provides engineering and maintenance manpower and services in Iraq.

- Prepare correspondence, reports, statements, forms, presentations, applications and other documents from notes or direct phone
- Photocopy and collate documents for distribution, mailing and filings
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Process incoming and outgoing mail, manually or electronically
- Send and receive messages and documents using fax machine or electronic mail
- Assist with administrative procedures such as budget submissions, contracts administration and work schedules
- Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment
- Updating CMSOW, Filing, Data Entry, Data Reports and SOR
- Over viewing managing the Electrical FMI, DSI, and TI
- Over viewing all the receiving and transporting electrical materials
- Ordering Electrical materials for daily use and new constructional project.

Skills

Microsoft Office • Sales Support • Administrative Support • Customer Service • Achieving Sales Target • SAP Business • Time management • Decision making • Problem solving

Education

Campion Academy

Lalitpur, Nepal

High School

2007

Budhanilkantha Boarding School

Kathmandu, Nepal

SLC

2005

Languages

English Advanced ●●●●●

Nepali Native ●●●●●

Hindi Native ●●●●●