

SANIF NAZAR KN

SUMMARY

Accomplished and highly motivated professional with a solid background in sales field. With a demonstrated history of achieving results through strategic planning, critical thinking, and meticulous attention to detail, I am dedicated to delivering excellence in all tasks. Proven ability to collaborate effectively, lead teams, and adapt to dynamic work environments. Eager to contribute my skills and expertise to drive success for your organization.

EXPERIENCE

Cab Driver, 08/2023 - Current **Uber - Kakkanad , India**

- Followed safety rules to keep clean driving record with no accidents or incidents.

Sales Executive, 07/2023 - 08/2023 **VKC footwears Ltd - Kalamassery , India**

- Used cold calling and networking to sell products and services.
- Sourced new sales opportunities through inbound lead follow-up.
- Contacted current and potential clients to promote products and services.
- Maintained records related to sales for store management.
- Prepared merchandise for purchase or rental.
- Described merchandise and explained use, operation and care.

HR Executive, 10/2022 - 07/2023 **Fathima Ltd - Kochi , India**

- Assist in the recruitment process
- Ensuring a smooth transition into the organization.
- Help resolve workplace issues.
- Coordinate employee training and development programs.
- Maintain HR records, employee databases

Delivery Boy, 08/2022 - 10/2022 **Zomato - Kalamassery , India**

- Communicated effectively with dispatch regarding delivery progress and route detours.

Documentation Assistant, 02/2022 - 07/2022 **Autos consultancy - Aluva , India**

- Maintained documents by managing files following established procedures.
- Directed team to deliver accurate and well-written documents.



CONTACT

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SKILLS

- Sales and Market Development
- Recruitment and Staffing
- Communication skills
- Team leading
- Time management
- Coordinating skills

- Inspected and proofread documents to check accuracy.
- Created technical documents and updated throughout document lifecycle.
- Uploaded documents to control sites, tracked transmittals and coordinated revisions.

Sales Supervisor, 01/2021 - 02/2022

Fathima supermarket - Kochi , India

- Direct and supervise employees engaged in sales
- Taking inventory
- Reconciling cash receipts
- Monitor sales activities
- Ensure that customers receive satisfactory service and quality goods
- Inventory stock

Sales Executive, 08/2020 - 01/2021

Fathima supermarket - Kochi , India

- Sells products by establishing contact
 - Developing relationships with prospects
 - Recommending solutions
 - Maintains relationships with clients
 - Providing support, information, and guidance
 - Researching and recommending new opportunities
 - Recommending profit and service improvements
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EDUCATION

Chartered Accountant , Intermediate , 05/2023

ICAI - Delhi

Chartered Accountant, Foundation , 01/2022

ICAI - Delhi

Plus Two , Commerce , 04/2021

Nalanda Academy - Kaloor

Plus One , Commerce , 07/2020

St George College - Kalady

Kerala Board Exam , SSLC , 06/2019

Akavoor High School - Sreemoolanagaram

Hospital Administration , Health Administration

Ignite Academy - Kalamassery

LANGUAGES

English: A1

Beginner

Malayalam: C2

Proficient