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# Career Summery

Experienced executive with five year of combined experience in the field of marketing with various ATL and BTL activities, Effective planned, coordinate and meet deadlines of multiple assignments. A dedicated team player with strong problem solving, analytical and communication skills can handle tremendous pressures, can easily adapt to any changing situations. Demonstrated Ability to: Establish and maintain good rapport and effective working relationships work effectively and maintain good relations with a variety of employees and departments in a multi-cultural environment.

*Career Objective*

To be a part of an organization by sharing and enriching knowledge and skill, At the same time enhancing my overall growth. To work for a challenging and rewarding career where I can utilize my skills.

*Educational Qualification:*

* Passed 12th Grade - S.M. Convent School, BHOPAL (M.P.)
* 10th Grade - M.P. Education Board (India)
* Bachelor of Commerce - Saifiya Commerce & Arts College, Barkatullah University BHOPAL (M.P.)
* PGDCA – Rajiv Gandhi College
* Attended conferences on Search Engine Optimization in 2008

*Computer knowledge:*

* Well versed with Ms Office MS Word, Excel, Windows operating systems.
* Expert of Designing in Photoshop & Corel Draw
* Complete Internet & E-mail Knowledge.
* Well-developed typing speed.

*Professional Experience :*

##### **My Car (Maruti Suzuki) as Team Leader**

 A Reputed car showroom (Bhopal, M.P.)

August 2013 to Present

*Responsibilities:*

* Expertise in Business Development, Sales & Marketing, Brand Promotion, Team Management and Channel Management.
* Exposure in implementing sales programs through brand building and market development efforts.
* Well versed with Channel Sales, Direct Sales, B2B & B2C Sales, etc.
* Possesses strong management, analytical, communication and interpersonal skills
* I over sees and directs the activities of the marketing department or operations staff of the company.
* I am responsible for a wide spectrum of responsibilities and must be able to multitask with ease and proficiency.
* The position requires regular and often daily interaction with all company departments.
* I am proficient in oral and written communications remain cognizant of all company policies and procedures, and able to inspire employees to exceed goals.
* Working long hours and having a flexible schedule.
* All this is done with the overall quality, productivity and profitability of the company in mind.

##### **Swistar Watches as Sales Officer**

 A well known watches production house (Dubai, U.A.E.)

January 2012 to June 2013

*Responsibilities:*

* Experienced in planning marketing campaigns, getting collaterals developed and promoting the products and services through online and print media.
* Managing sales and marketing operations and achieving sales target and growth.
* Working to explore new area of business and clients.
* Identifying and networking with reliable channel partners to have deeper market reach.
* Maintaining inventory levels with channel partners to ensure timely deliveries.
* Responsible of sales team.
* Market development for co product.
* Merchandise & promotional activities.
* Collect and distribute daily, monthly and annual reports of to Department Heads.
* Prepares Daily & monthly sales report of sales representatives for computations of sales incentives.
* Handle all Cash Sales vouchers and manage Petty cash.
* Do other job as may be assigned from time to time.
* Managing general administrative responsibilities.
* Assist in preparation of required documentation for marketing materials in accordance with directive from Manager.

**Dainik Jagran as Sales Executive**

A leading newspaper in india

1. to 2012

*Responsibilities:*

* Experienced in forging and maintaining relationship with online, print and television media Experienced in dealing with Ad Agencies.
* Experienced in handling national and international exhibitions & organizing events.
* Maintained databases of the customers.
* Responsible for correct information of the prospect clients and report directly to the dept. manager.
* Responsible for achieving top line sales target walk in as well as out calls.
* Handled all Cash sales transaction – accountable for daily sales closing.
* Monitored monthly customer connection and report directly to the customer service manager with sales generated.
* Liaised with other department for administrative and formality matters.

*Areas of Strength*

* Planning & managing matters on necessary occasions.
* Leadership Skills & Universal Values
* Optimistic and a forward thinker
* Well-organized, disciplined.
* Self confident & hardworking.
* Patient & ambitious.

*Personal Details*

* Status – Single
* Date of Birth – 31/May/1984
* Nationality – Indian
* **Languages known-** English, Hindi, French