**CURRICULUM VITAE**



**Gulfjobseeker.com CV No:** **107748**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

## Professional Profile:

I am an enthusiastic and dedicated professional with 9 Years of experience in Administrative, Sales and Operations. I can demonstrate a strong ability to manage projects to successful completion. I perform effectively even within a highly pressurised working environment.

**Career Summary:**

**Tata Teleservices Ltd, Mangalore (From Dec 2011-Jul 13)**

**Sales Officer-Prepaid (Franchise Stores)**

**Job Profile:**

* Handling prepaid channel Telecom Sales in rural territory of Mangalore .
* Attending Walkin customer and converting enquiries to sales.
* Planning and implementing route plan for DSE’s and working together with them in each route.
* Market expansion by building distribution networks and increasing the revenue and sales.
* Conducting retailer meet and motivating them to increase the business.
* Giving adequate solutions to the query or complaints from market.

**Business Analyst (From Aug 2007 – Oct 2011)**

**Job Profile:**

* Maintained and created reporting tools for all Management Level and delivered all kind report requirements with analysis and action points to improve the sales .
* Booking meetings, conferences, transport facility to the employees.
* Coordinating with finance and Warehouse for distributor stock billing.
* Regular Stock Verification of distributors.
* Raising purchase order and billing of stocks as per required quantity and accounting the same.
* Daily coordination with all Channel Partners for market related queries.
* Processing distributor commission payment and accounting the same.
* Updating review formats and presenting in PowerPoint.

**Bharti Airtel Services Ltd, Mangalore (July 2005-July 2007)**

**Sales Coordinator**

**Job Profile:**

* Responsible for giving all kinds of report requirement on daily basis.
* Taking new initiative relating to information flow and reporting templates.
* Preparing weekly and monthly review presentations in PPT.
* Handled leads and prospect management system.
* Coordination with Field sales team for necessary information.
* Handled complaints management system and closed within SLA.

**Core Strengths/Skills:**

* Proficient with MS Office Applications.
* Ability to analyze and interpret information in multiple view points.
* Zeal to learn and take up challenges.

**Educational Qualification:**

**07.2002 - 05.2005 -BACHELOR OF BUSINESS MANAGEMENT**,

MANGALORE UNIVERSITY

(Average grade: 62%)

**06.2000 - 05.2002 PUC Commerce**

Shree Gokarnanateshwara College. Mangalore

(Average grade: 73%)

**05.1999 - 03.2000 S.S.L.C**,

Shree Narayana Guru English Medium School. Mangalore,

(Average grade: 60%)

**Computer- MS Office Applications, Access, Tally, Peachtree.**

**Personal Details:**

Date of Birth : 13-11-1984

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages Known : English, Hindi, Kannada, Tulu, malayalam

Interest & Activity : Cricket, Music.

I hereby declare that the above written particulars are true to the best of my knowledge and belief