## CV_Highlight_Logo

## RESUME



Sharath.P

Email: sharath.sapabap21@gmail.com

**Career objective:**

A career in a good organization, that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order to take the company to the top position where ever I work.

**Work Experience:**

I Have 2 years Experience as a Marketing Executive

Name of the Company: SRIVEN CORPORATION Hyderabad

Designation : Marketing Executive

Working as part of a busy sales team involved in annual & quarterly tactical planning, scheduling & also delivery management. Also in charge of looking for bring opportunities and for managing the full negotiation and close process with clients from start through to finish.

**Roles and Responsibilities:**

* Promoting the sales of Service products.
* Involved in attending the customer to clarify their Enquires by providing the customers with Catalogs of the products required by the customer.
* Extensively involved in Taking Orders from the Customers.
* Involved in taking care of the delivery of the Service ordered by the customer.
* Developing Day-to-Day, Monthly and Year to Date reports of the Orders taken from the customers.
* Involved in providing suggestions regarding the delivering of Service.
* Involved in preparing the Service Sales Orders based on the Customer Requirement.
* Co-ordinate with factory & Local Go down for timely dispatch
* Computer operations, Data Processing, email communication.
* Achieving all revenue targets & objectives in line with the Area Business Plan.
* Developing & maintaining successful business relationships with all prospects.
* Travelling to various distributors and client locations across India.
* Responsible for coordinating with the dealers of the company.

**Skills & Abilities:**

* Good communication and human relation skills, I follow a clear and objective thought process for achieving success.
* Self-motivated with positive attitude and a strong believer in teamwork.
* Capable of delivering positive results working under pressure & an ability to

Understand Business situation.

* A quick learner & capable of migrating from one process to another.
* Adaptable to new situations with self-initiative, possess good communication skills.

**Strengths:**

* Ability to work for deadlines.
* Business Development
* Dealer Management
* Leadership and addressing qualities.
* Interested in typing.
* Team Management

**Educational qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Name of the School/College** | **Board/ University** | **Year of Passing** | **Percentage** |
| MBA  (Marketing &HR) | Mantra school of business management,  Lb Nagar. Hyderabad. | Osmania University | 2014 | 67% |
| BSC(MPCS) | Viveka Vardhini degree college,  Mancherial. | Kakatiya university | 2012 | 63.0% |

**Technical Skills:**

Operating Systems: Ms-Dos, Windows XP, Windows7.

Languages : C, Java.

Packages : MS-Office.

**Ambition:**

My life ambition is to get success in my role and improve my personality then to get the position of

Company Manager

**Personal profile:**

Name : P.Sharath

Father’s Name : Krishnamurthy

Date of birth : 21-12-1990

Nationality : Indian

Marital Status : Unmarried

Languages known : English, Hindi, Telugu.

Visa Status : Visit Visa from 5th July to 28th September.