***PERSONAL SUMMARY***

A MBA enthusiast always striving for excellence for the betterment of self and the company. Earned quality experience in Managing - Marketing, Sales and Procurement of materials at regional and corporate levels for International Trading, Manufacturing Companies and Banking Sector.

***WORK EXPERIENCE***

**First Gulf Bank., *UAE.***

Relationship Officer.

***February 2015 to December 2015***

***Duties:-***

* Responsible for promoting bank retail products and services to potential customers by making proactive sales efforts and capitalizing on cross selling opportunities in order to achieve the sales targets.
* Promoting new products and services launched by the bank and improved revenue per customer.
* Acquiring new and expanding existing Client relationships.
* Solicited qualified referrals from existing clients.
* Assisting customers by offering sound financial advice and investment decisions.
* Managing in-person, over-the-phone and email inquiries in a timely manner.
* Determining client needs and offered customized solutions.
* Ensuring that all bank transactions remained confidential.
* To ensure the submitted customer applications and documentations are complete and error free.
* To provide ongoing customer market feedback to Team Leader to improve business.

**Anbakam Metals Pvt Ltd., *Tamil Nadu.***

Marketing Executive.

***March 2014 to January 2015***

***Duties:-***

* Responsible for assigning daily activities to a team of marketing staff.
* Responsible for **Purchase and Sales** of Excess Prime, Secondary Steel & Ferrous and Non Ferrous scrap in **USA, UK, South Asian countries**.
* Identifying Prospective Customers and selling Secondary Steel directly to OEM, fabricators, Project Sectors.
* Sourcing and rate negotiation of material worldwide with proper incomer's, delivery time and quality.
* Preparing & managing logistics & transport budgets, monitoring expenditure and implementing remedial measures where appropriate.
* Following up with logistic team to ensure the shipments done on time.
* Documentation for Purchasing & Sales.
* To make marketing strategy to achieve the target given by HO.
* Follow-up for Payment with customers and Bank.
* Establishing effective relationship with Clients for boosting the sales.
* Providing on time solutions for customer requirements, complaints, queries & their feedback with a technical approach.
* Generating marketing leads. ( Hoovers, Google, Yellow page, Associations lists )

**Kuduma Fasteners Pvt Ltd.,** ***Karnataka.***

Executive Assistant

***Jan 2013 to March 2014***

***Duties:-***

**Marketing :-**

* Forecasting Quarterly sales plan, indicating the sales requirement for upcoming quarter.
* Coordinating with production and dispatch to fulfil the customer requirement.
* Generating sales leads.
* Establishing customer relationships.
* Arranging collection of payment from customers.

**Human Resource Development :-**

* Planning for human resource requirement in liaison with CEO & HOD’s.
* Maintaining personnel records of recruitment, leave and training.
* Planning and monitoring required safety arrangement throughout the factory with liaison with HOD’s.

**Administration:-**

* Conducting research and analysis on production, monthly wise as per plan made by marketing department and reporting to CEO.
* Coordinating and setting up conference calls with Top Executives, Boards and management meeting.

***KEY  SKILLS  AND  COMPETENCIES***

* Strategic thinking: Experienced in developing marketing strategies
* Decisive: Capable of delivering quick solutions to the marketing troubles.
* Strong sales support and project management, leadership and training skills.
* Excellent analytical skills: Expert in forwarding thinking & market research
* Sound expertise in development processes and product marketing.
* Excellence presentation skills
* Effective listener
* Excellence Communication skills.
* Negotiating skills.
* Thorough understanding of Purchasing and sales activity.
* Ability to work to tight deadlines and multi-task.
* Ability to work in a fast paced and evolving sales environment.
* Handful knowledge and exposures in Human Resource Management and Administration.

***ACADEMIC QUALIFICATIONS***

***MASTER OF BUSINESS ADMINSTRATION 76.1%***

Sona College Of Technology, Salem 2011 - 2013

***Anna University***, Tamil Nadu

***BACHELOR OF BUSINESS MANAGEMENT 61%***

Sri Krishna Arts and Science College, Coimbatore 2008 - 2011

***Bharathiar University***, Tamil Nadu

***HIGHER SECONDARY 65%***

Army School Ranchi, Jharkhand 2007 - 2008

***CBSE***

***ACADEMIC PROJECT***

* Undergone implant training and done organizational study at *"WHEELS INDIA LIMITED-CHENNAI"* (A venture undertaken by **TVS Group**) from 01/06/2009 to 10/06/2009.
* Undergone implant training and done organizational study at *"HUHTAMAKI- PPL, THANE MAHARASHTRA"* from 07/05/2010 to 14/05/2010.
* Keenly involved in DHRITI 2012(A National level management fest) and being as the coordinator of the DHRITI 2012, held at SONA SCHOOL OF MANAGEMENT, SALEM.

***Personal Detail:-***

**DOB: -** 30th Sept 1991

**Marital Status; -** Unmarried

**Religion: -** Hindu.

**Linguistic: -**  **English, Hindi, Tamil, Urdu**.

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**Gulfjobseeker.com CV No:** **1519362**