**First Name of Application CV No 1640934**

Whatsapp Mobile: +971504753686



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**Objective**

To be associated with a dynamic organization and be a part in its growth and expansion along with acquiring newer skills and competencies and to build a good career in life, willing to work as a key player in a challenging and creative environment.

**Educational qualification:**

* **Master of Business Administration (MBA)** specialised in Human Resource (HR) and Marketingfrom Mahatma Gandhi University, India, in the year 2012.
* Senior Secondary Board, Kerala.
* High School Leaving Certificate, Kerala.

**Personal skills:**

* Hardworking.
* Team player.
* Self motivative.
* Fast Learner.

**Professional Experience:**

* **Worked as a Accounts Assistant (Sales) in Indus Motor Company (P) Ltd. One of the Leading Maruti Suzuki Car Dealer in India, From July 2015 to January 2016.**

**Job Description:**

* Prepare and verify daily reports.
* Prepare daily income/sales and prepare daily journal entry.
* Sales order processing.
* Managing daily post in and out.
* Receiving and processing all invoices and requests for payment.
* **Worked as a Sales Co-ordinator in Nippon Motor Corporation Pvt Ltd. (Toyota). From April 2013 to February 2015.**

**Job Description:**

* Keeping proper follow up appointments.
* Update daily report of sales team to head office.
* Role in product development or new product launch.
* Evaluate reports and documents prepared by subordinates.
* Coordinate with sales team.
* Promoting companies product and services to identified and prospective clients.
* Ensure timely delivery of products to customers.
* Contacting potential customers to arrange appointments.
* Effectively communicating with customers in a professional and friendly manner.
* Leading any contract negotiations that resulted in a positive business deal.
* Achieving targets and dales quotas consistently.
* Develop solutions for client’s requirement and after-sales maintenance.

**Computer Proficiency:**

Microsoft Word, Excel and Power Point.

**Personal Data:**

DOB : 12th April 1989

Age : 26

Sex : Male

Nationality : Indian

Marital Status : Single

**Languages Known:**

English, Hindi, Tamil and Malayalam.