**SANJEEV**

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# BUSINESS DEVELOPMENT AND SALES PROFESSIONAL

**PROFILE IN A NUTSHELL**

Highly-motivated and result-oriented sales professional with over 12 years of experience working with reputed multinational organizations both in the U.A.E and India.



## PERSONAL DETAILS

## EMAIL

## CORESKILLS

Organizational Planning Sales and Promotion Event Management Negotiation Skills

Staff Management Communication Skills Administrative Skills

## IT SKILLS

MS Office

Adobe Applications Sage 50 Premium QuickBooks

Tally

## NATIONALITY

Indian

## LANGUAGES

English, Hindi, Malayalam and Tamil

## VISASTATUS

Employment Visa

## MARITAL STATUS

Married

## OTHER

Driving License holder

## REFERENCES

Available upon request

# WHY HIRE ME?

* + - * Possess significant knowledge & experience in business development and sales.
      * Exceptional interpersonal, negotiation, team management and communication skills.
      * Passionate sales professional and expert in carrying out personalized sales strategies for the organization; possess relevant skill set in streamlining operations and enhancing productivity.

# WORKING EXPERIENCE

**KOSMONTE FOODS LLC**,Dubai **Dec 2014 –Present**

## KEY ACCOUNT EXECUTIVE

* + - * Meet potential customers to form new business pipeline; work on incremental opportunities while maintaining current business from existing clients.
      * Obtain orders from key markets such as Carrefour, Spinneys, Choithram, Geant, Sharjah Co-op and Lulu Hyper Market
      * Drive and maximize sales and profitability while ensuring outstanding service through client communication, product knowledge, and solution-based selling.
      * Apply stock management skills to log check, locate and move stock both in and out; check and carry out stock replenishment for display.
      * Strategize new sales including promotions and expanding into other areas; monitor payments for orders that are already delivered.

# EMIRATES HOUSE GROUP LLCS, Abu Dhabi Apr 2012 – Sept2013

## ACCOUNTANT

* + - * Performed variety of tasks that includes but were not limited to reconciling of petty cash, preparation of cash, bank and journal voucher, general ledger entries, and invoice generation.
      * Entered financial data and transactions into system.
      * Chased outstanding customer accounts, resolved invoice queries, and communicated clearly and effectively with the account steam.
      * Summarized available financial status by collecting information; preparing balance sheet,profit and loss statement, and other reports.

# GSM COMMUNICATION SYSTEM PVT LTD,India Jan 2010 – Feb2012

## BUSINESS DEVELOPMENT OFFICER

* + - * Promoted the company brand to key buyers, ensuring their knowledge is current and appropriate.
      * Generated new business through face-to-face meetings, over the phone, value-based sales proposals with both the clients and suppliers.
      * Developed, produced and delivered projects from proposal right up to delivery.
      * Implemented strategic marketing plans in order to attract more customers for a commercial establishment.
      * Provided leadership, motivation, direction and support to the team while attended industry events, engaged in business networking, and identified potential clients of partners.
      * Managed and executed projects while maintained budgets and meet organization's expectations.
      * Demonstrated technical marketing skills and product knowledge to the executives.

# PKB ENTERPRISES,India Feb 2004 – Nov2007

## SENIOR SALES EXECUTIVE

* + - * Sold products by establishing contact and developing relationships with prospects; recommending solutions.
      * Maintained relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
      * Prepared reports by collecting, analyzing, and summarizing information.
      * Maintained quality service by establishing and enforcing organization standards.

# EDUCATION AND CERTIFICATIONS

## 2009 MASTER OF BUSINESS ADMINISTRATION

European University (Switzerland), Singapore

## 2002 BACHELOR OF COMMERCE

Calicut University, India