****

**CURRICULUM VITAE**

**MANJU**

[**MANJU.336119@2freemail.com**](mailto:MANJU.336119@2freemail.com)

**Career Objective**

To be a part of an organization, where initiative, trust & ethics are keywords and where my skills and experience are utilized to the optimum and where I can contribute to the utmost of the betterment of the company.

**Professional Experience**

Company : Index Commercial Information Services.

Location : Burdubai (UAE)

Position : Attestation Coordinator

Period : 03/03/2015 to 16/02/2016

**Job Profile**

\*To attend call of customers for any queries related to document attestation procedures.

\*To handle all kinds of educational and non-educational document attestation from India, UK, USA, Austrilia, Newzland and Canada.

\*To collect the orders and payment for document attestation in UAE.

\*To update all document details on daily basis

\*All document to be sending to concerned department for attestation and also delivered to customers.

**Professional Experience**

Company : Lazza Ice Creams Pvt.Ltd.

Location : Cochin (Kerala) India

Position : Sales Coordinator

Period : 03/04/2012 to 16/08/2014

**Strengths**

* Communication and presentation skills
* Ability to work under stress condition
* Strong leadership skills with an ability to build, develop & lead result oriented teams
* Positive attitude towards learning and growth
* Work effectively in and with groups

**Achievements**

* Consistently demonstrated resourcefulness and initiative in support of top management with flexibility in working well in cross functional teams.
* Displayed activities in handling problems as opportunities and dealing with difficult challenges
* Established and maintained long-term relations with distributors, sales officers, colleagues and management.

**Job Profile**

* Manage and lead a team of sales officers & 350 distributors and 21 factories under Kerala, TamilNadu and Karnataka for driving sales of various value added services and analysis.
* To analyze daily & monthly reports of sales officers on territory wise
* Analyze sales officers and distributor’s target vs. achieved sales than the last year on every territory wise, target incentives and new product and services.
* Systematic analysis of sales forecasting on product and territory wise and coordinating sales promotional schemes and campaigns
* To handle the customer complaints efficiently and to develop good relationship.
* Evaluation and assessment of sales officers, distributors and dealers in terms of performance and productivity aspects involved as per organizational standards.
* Skills to constantly watch on competitor and collect market data on similar services.
* Ability to follow with dealers for taking feedback on sales in new product, develop excellent rapport with sales officers and distributors, besides coordinating sales meeting to motivate prospective distributors to increase sales growth.
* Understood distributor’s specific requirements with regular interaction via telecom or meetings.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **School/ College** | **Grade/ Class** | **Year of passing** |
| MBA ( Finance) | MA College, Kothamangalam | First Class | 2012 |
| BA ( Economics) | MA College, Kothamangalam | First Class | 2009 |
| Plus Two | St.Stephen’s Higher Secondary School, Keerampara | First Class | 2006 |
| S.S.L.C | St.Stephen’s Girls High School, Keerampara | First Class | 2004 |

**Project Done**

* Analysis of Working Capital Management with reference to Fertilizers and Chemical Travancore Ltd. Udyogamandal under the supervision of Sri V.P. Gangadharan Nair

**Passport Details**

Husband-visa

Date of Issue : 07/10/2014

Date of Expiry : 06/10/2024

Place of Issue : Cochin

**IT Skills**

* Adapt in MS office Applications ( Word, Excel, Outlook and Access)

Languages Known : Malayalam, English, and Tamil

**Personal Details**

Date of Birth : 31/05/1989

Sex : Female

Marital Status : Married

Nationality : Indian

Religion & Caste : Christian, Jacobite

**Declaration**

I hereby declare that the above information is correct to my belief.