**TIJO**

**Tijo.349290@2freemail.com**



**CAREER GOAL**

**To obtain a challenging and responsible position in a reputed organization, where I can learn and mould my career while contributing to the success of the organization through my skills and hard work.**



**PROFESSIONAL EXPERIENCE**

**LUPIN LIMITED, INDIA**

**Marketing executive (January 2015 – January 2017)**

**Responsibilities:**

* **Accomplish the sales target.**
* **Maintaining good relationship with customers.**
* **Distribution of products on time.**
* **Ensuring payments are not exceeding credit limit.**
* **Updating information regarding the products and deliver it to the customer.**
* **Preparation of weekly report on customer meeting.**
* **Preparations of brand wise monthly sales report in Microsoft excel.**
* **Preparing PowerPoint presentation on the basis of quarterly sales analysis for presenting in review meeting.**
* **Analyzing the competitor’s activity and products.**
* **Proper distribution of promotional materials.**

**CARRIER ACHIEVMENTS**

* **Developed various sales approaches by analyzing data of new products.**
* **Successfully promoted and sold products and medical devices manufactured by lupin ltd.**
* **Achieved sales target in the financial year 2015 - 2016 and 2016 - 2017 till January.**

**ADITYA BIRLA GROUP**

**Assistant store manager (May 2012 – December 2014)**

**Responsibilities:**

* **Grievance handling**
* **Supervising the monthly stock taking**
* **Day today accounting and allied activity**
* **Delivery note preparation.**
* **Maintenance of stock registers in FIFO method.**
* **Assisting internal and external stock audit.**
* **Stock reconciliation.**
* **Interdepartmental stock transfer monitoring.**

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**EDUCATION**

* **MBA in Finance and Marketing, Secured 60% Bharathiar University, Coimbatore April 2012**
* **B.com(Computer computer application) Kerala university, alappuzha April 2008**



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| --- | --- |
| **PROJECT** |  |
| **Company** | **: Berger paints** |
| **Topic** | **: analyzing the supply and presence of Berger products** |
|  | **: SWOT analysis** |



**SKILLS**

**Software:** **MS office – Excel, PowerPoint, Word, Windows 8, 7, XP**



**PERSONAL****STRENGH**

* **Self motivated**
* **Team player**
* **Good communication skill**
* **Energetic**
* **Enthusiastic**
* **Well accounting knowledge**



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| **PERSONAL** | **DETAILS** |  |  |
|  |  |
| **Sex** | **: Male** |
| **Nationality** | **: Indian** |
|  |  |
| **Visa Type & Expiry** | **: Visit** |
| **Driving License** | **: Nil** |
| **Marital Status** | **: Single** |
| **Blood Group** | **: O+ve** |
| **Religion & Caste** | **: Christian, Latin catholic** |
| **Languages Known** | **: English, Malayalam, Hindi and Tamil** |



**REFERENCES: -**

**Reference will be provided on request**



**DECLARATION**

**I hereby declare that all the above mentioned details are true and correct to best of my knowledge and belief.**

**Place: Dubai**

**TIJO**

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