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**RAJESH**

**RAJESH.359790@2freemail.com**

**With experience in administrative coordination, Planning, Business development and Team Management, seeking higher achievement in both organizational objectives and learn continuously from the organization for career development.**

***AREAS OF EXPERTISE***

*Administrative Coordination*

* Assisting with all administrative tasks on day-to-day basis with coordination of other group
* Organizing meeting and education events for the students as well as teachers
* Liaising with procurement team and academic support by keeping records of all activities which are evaluated

*Team Management*

* Training & monitoring the team members to ensure efficiency in sales operations and meeting targets.
* Building attitude & training field force regarding the activity plans for organizational commitment creating a healthy work culture for streamlining processes to ensure smooth functioning of sales operations.
* Creating very good approach with the team for motivation and development, communicate in the organization and manage the discipline for business development.

*Sales and Marketing*

* Formulating sales targets, implementing different sales methods.
* Cross asset product sales skills for achieving sales volume through relationship with existing customers.

Identifying and analyzing with prospective clients, generating business from the existing accounts and achieving profitability

***EDUCATIONAL QUALIFICATION***

2005-2007 : Master of Arts in Sociology (Distance Education from Annamalai University)

2000-2003 : Bachelor of Arts in Sociology (University of Kerala)

1995-1997 : Pre Degree (Fathimatha National College, Kollam)

1994-1995 : S S L C

***COMPUTER PROFICIENCY***

 Operating System : Windows

 Office Tools : MS Office Package, Internet and Accounting **(DIFA)**

 Computer Knowledge : Advanced Diploma in **H/W** & **N/W** from Jetking Bangalore

 (Handling the troubleshooting)

***PROFESSIONAL EXPERIENCE***

**Since Oct. 2015 National Bankof Abu Dhabi,as Sr. Sales Officer**

**Role**

* Building business from different sources in order to bring a strong business network
* Direct sales of Personal loan as well as cross sell
* Making cooperative relationship for the business
* Awarded for the best performer of the month.

**Jan.2012 –July 2015 Max Life Insurance Co. Ltd.Trivandrum,as Agency**

 **Development Manager**

**Role**

* Building a team of platinum Advisors and updating the knowledge of insurance and ensuring team to achieve the business goal.
* Creating different types of activities to get business through the Financial Advisors.

**Oct. 2010-Dec.2011ACE CommunicationBangalore,as Business Developer**

**Role**

* Managing the sales officers and supporting them for generating more business.
* Coordinating with manager for increasing the business volume.
* Interact with customers to obtain their feedback on Airtel Broad Band, IP TV & services, and identify issues that require action.

**Feb.2009–Sept.2010MAXPOWER Electromechanical Works LLC- Dubai UAE,**

**Administrative Manager**

**Role**

* Expanding & implementing effective job vacancies in the construction field.
* Management of staff and coordinating with senior management people,
* Arranging travel for the staff – flights, guiding for transactions and accommodation,
* Document clearance and follow up for Visa and Emigration
* Maintaining &Controlling Petty Cash Accounts and Managing Staff Payrolls.

Successfully implemented weekly and monthly business growth, corrected outstanding levels in the market for maintain profit and increase the number of labours in the working sites.

**March 2008–Sept.2008MetLife India Insurance Co., as Sales Manager**

**Role**

* Building a team of Insurance Advisors and updating the knowledge of insurance and training them to get the business.
* Creating different types of activities to get business through the Financial Advisors.

**March2014–Feb.2008JOSHINY Solutions Bangalore, as Team leader and Marketing Manager**

**Role**

* The job profile includes selling **ICICI Bank** products Personal Loan and Car Loan.
* Worked in ICICI Bank under ADM in different branches for Sales Promoting and Instant loan processing.
* Set up the personal loan on the loan application and verify that the information entered is accurate as per the Bank procedures.

Retail banking sales and service experience was awarded for this by Zonal Head.

Awarded twice for the best performer in Assert Management

**April 2003– March 2014Loyola Social Society/Educational Institute as Administrative coordinator**

**Role**

* Coordinating and working with team to schedule all the events.
* Assisting with all administrative tasks on day-to-day basis with coordination of other group
* Liaising with procurement team and academic support by keeping records of all activities which are evaluated

***PERSONAL INFORMATION***

Date of birth : 25th August 1977

Marital Status : Married

Languages Known : English, Hindi, Malayalam, Kannada and Tamil

Address : Abu Dhabi UAE

Interests : Reading, Travelling