**ANOOP**

**ANOOP.365607@2freemail.com**

**PERSONAL STATEMENT**

A versatile graduate, possessing strong motivational drive to succeed in the industry that will enable me to use my strong organizational skills, educational background and ability to work with people to explode my proven abilities developed through my experience. I possess effective communication skills with friendly approach. A prospective employer will find me to be honest, reliable, hardworking, and determined with keen focus on promoting the growth of the organization I appreciate you taking the time to look over my CV and hope to have the pleasure of speaking with you in person.

**Key Attributes**

* Self-motivated graduate with well-developed project management and IT skills combined with a flexible attitude to work.
* Highly developed skills in problem identification and implementation of effective solutions
* Comfortable with analysing and understanding data, working under time pressure and presenting myself in a professional manner.
* Good organisational skills developed in a variety of deadline orientated situations.
* Excellent inter-personal communication and good presentation skills combining sound analytical research and clear verbal explanation.
* Seek out new responsibilities irrespective of reward and recognition.
* A friendly, mature and flexible individual with a proven entrepreneurial approach towards objectives and tasks. Strive for quality in everything I do.

**EXPERIENCE**

**Business Development Manager AlWADI HOLDING INT'L**

Jan 2016 – Till Date

* Developing new Business Prospects,
* Dealing with Banks & Financial Institutions
* Services Includes,

1. DEBT MANAGEMENT

2. RISK MANAGEMENT

3. TRANSLATIONS SERVICES- Language Localization (Legal and Business)

* Giving continuous accurate and relevant feedback to company’s Managing Director and Chief Operating Officer
* Responsible for developing and maintaining commercially productive relationships with both new and old clients.
* Identifying every sales lead and of making the most out of every opportunity to increase revenue and profitability.
* Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.
* Implementing sales and marketing strategies and plans
* Generating new business both in face to face meetings and over the phone.
* Writing up concise, value-based sales proposals.
* Replying to all customer enquiries in a timely and accurate manner.
* Writing up sales reports, activity reports and revenue forecasts.
* Completing all documentation and administrative records, fully and accurately.
* Developing and maintaining a database of all contacts.

**Sales Team Leader FMCG Division - VAAO Advertising**

September 2014 – Dec 2015

* Handling Team of 5 Sales executives 3 Sales Coordinators
* Accountable to achieve monthly sales target
* Finding new company for Advertising and Promotions
* Interaction with Production team for after sales service
* Generating customer database for cold calls and follow-ups.
* Analysing Market and Planning for promotional Events
* Preparing action plans for all sales executives
* Conducting Sales review meeting every week
* Provided training and motivation to the team and helping them in achieving their target.
* Maintaining and interacting with existing customers for feedbacks.
* Maintaining sales team book of accounts.
* Suggesting new implementation on present companies ERP for generating new types of reports
* Generating various reports, sending to higher management
* Accumulating daily sales report form team sending it to Management
* Maintain constant sale of products, Any kind of **Printing Fabrication and Signage's**.
* Frequent Follow Up and visits in **Hospitality** (Hotels) and **Food Industry** (Food Trading).

**Sales Executive Dynatrade Motors, DUBAI (POVD & Service Marketing)**

March 2013 to August 2014

* Corporate sales - Bulk orders and booking
* Customer interaction at showroom and on field.
* Sales of Japanese , Korean Chinese Cars
* Service Marketing
* Sale of Service Contracts
* Promotion of Dynatrade Service Division
* Generating customer database and follow-ups.
* Analyzing Market and Planning for promotional Events
* Responsible for achieving monthly sales target.
* Preparing Sales documents and insurance policy from concerned departments
* Getting the vehicle registered form RTA Dubai
* Assisting customer for getting lone for vehicle as per needs.
* Interacting with bank to assist customer.
* Maintaining and interacting with existing customers for feedbacks.
* Maintaining sales team book keeping.
* Generating sales report periodically and presenting in front of management

**Senior Operational Analyst Oracle**

Jan 2011 to till Dec 2012

* Supporting Global Oracle Marketing Region (ASIA, EMEIA, US)
* Client Interaction Offshore
* Creating and Analysing Budget
* Budget Forecasting
* Handling of Procurement and issuing purchase orders and requisitions
* Inviting and finalizing tenders for supply
* Preparing Final invoice (Shipping & Delivery invoice)
* Negotiation with vendors
* Creating Marketing program
* Generating marketing leads and Follow up
* Closing the marketing program
* Generating reports for new and closed marketing programs
* Updating and amendment of marketing program
* Updating and Generating Reports in Oracle Tool
* Conducting cultural events for clients and supporting team

**Senior Financial Analyst Accenture Pvt.Ltd**

Dec 2009 to Dec 2010.

* **Hyperion Financial Management** (HFM) reconciliation for banks assets and liability
* Generating and maintaining reports of sales team offshore
* Update and retrieve data from Mainframe Computers.
* Daily reconciliation for day to day cash transaction.
* Finding errors in Error log and Recycle Files.
* Maintaining Treasury deposits and calculation of values.
* Monitoring Data flow through Business objects (Data integrity check).
* Updating and maintaining database through **SQL** Quarries in Oracle (Toad) Database.
* Use SAP tool for data recovery.
* Completed **SAP** (**FICO** module)

**Business Analyst Conjoin Solution** (Telecom Expense Management System)

Nov 2008 to Oct 2009.

* Analysis for the payment of invoices
* Creating and disputing third party services.
* Calculation for bills payable.
* Conducting operational training
* Handling invoices payment for clients(VOLT,SGA,BD)
* Inviting Possible Suppliers for Telecom devices
* Issuing Purchase Order
* Tracking Delivery and preparing Invoice

**EDUCATION**

Bachelor of Commerce - 2005-2008

**Technical Expertise**

* **Software Packages**

GNIIT (Java,Oracle,VB,Asp,C++,Sql,Linux), SAP Basic Module,

* **System Administration**

Mcsa ,Red hat Linux, Hardware&Networking

* **Completed Internal Training on (From Accenture)**

Business Management

Business Development

SAP Basics

Team Building

Fish Workshop (Team building)

Stress Management

Assertive Communication

* **Completed SAP (FICO module)**

Achievements

* Received Innovator award for the New Idea which was successfully implemented to reduce TAT.
* Received Innovator award for taking initiative for the implementation of work alignment

**REFEREE:**

Available on request.

**VISA STATUS:** Resident Dubai

**DRIVING LICENSE:** Valid Dubai & Indian License

**HAVING OWN CAR**