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# RESUME

**TAMILARASAN** [**TAMILARASAN.367431@2freemail.com**](mailto:TAMILARASAN.367431@2freemail.com)

# CAREER OBJECTIVE

To obtain challenging assignment in a professionally managed, organization opportunities to career development alignment with organizations growth.

# Professional Experience

**Organization: RASHID OBAID BUILDING MATERIAL TRADING LLC (Oct. 2016 to date)**

**Designation : SALES EXECUTIVE**

# Roles and responsibility

* Identify leads, manage prospects and acquire new business.
* Determine customer needs and propose appropriate service needs.
* Meet or exceed the new business sales goals.
* Complete scheduled and cold call prospecting activities to establish first and follow up appointments with customer decision makers.
* Prepare and deliver sales proposals/presentations and follow up with key decision makers.
* Utilize the company’s Growth Management System (GMS Board) on a daily basis, scheduling and documenting activities, and developing prospective customer profiles.
* Complete required Customer Service Agreements (unaltered), reports and other paperwork in a timely manner and in accordance with Company policy.
* Develop and maintain an awareness of market behavior and competitive trends and respond accordingly.
* Regularly meet with Sales Supervisor to review weekly sales activities, progress on goals, and status of prospective customers.

**Organization: MANAPURAM GOLD LOAN PVT LTD (January 2014 – February 2015)**

**Designation : ACCOUNTANT Cum - CASHIER**

# Roles and responsibility

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information
* Recommends financial actions by analyzing accounting options.

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* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Respond to customers’ complaints and resolve their issues
* Identify prices of goods using memory or scanner
* Debtors and Creditors Ledger Maintaining
* Enter transactions in the cash register and provide customers with the total bill
* Issue receipts and change to customers
* Petty cash handling and report to management
* Process exchanges and refunds

# ACADEMIC PROFILE

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| **COURSE/DEGREE** | **NAME OF THE INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **% OF MARKS** |
| **MBA** | **Valliammai Engineering College,**  **Chennai.** | **Anna University Chennai.** | **2012-2014** | **62%** |
| **BBA** | **Jamal Mohamed College of Arts & Science, Trichy.** | **Bharathi Dhasan University, Trichy.** | **2009-2012** | **66%** |

# OTHER SKILLS

* General English Course With British Council Chennai and First Class

# PROJECT TITLE

* Over View Of Production-Neisser India LTD Vadalur
* Financial Performance Of Ratio Analysis-Jeppiar Cements Private LTD Ariyalur

# STRENGTH

* Dedicated and hard working
* Confident and smart worker
* Achieving goals through self confidence
* Good Interpersonal skills
* With the abilities to communicate effectively and clearly

Computer Proficiency

* MS Office
* Dispatching Mail
* Tally - 9

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# DECLARATION

I hereby assure that all the information furnished above is true to the best of my knowledge