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| Curriculum VitaeABHIJITH Contact DetailsEmail: abhijith.374135@2freemail.com Biographical DetailsDate of Birth **:**1st May 1989Nationality **:** IndianMarital Status **:**SingleLang. Known **:** English & Hindi & Malayalam& TamilPassport No **: K 7236041**Passport Expiry **:**15thJan 2023 Visa Status**: Visit Visa (Transferable)** Reference **:**Will be provided  on request***Holding Dubai Driving License***  | CAREER OBJECTIVETo obtain a career opportunity in ***Marketing and* Business Administration**where I can utilize my Organizational knowledge, Interpersonal skills and Experience.Career Summary* Experience in Presales and sales Coordination, Working as ***Business Solution executive*** in ***Insitech Network trading LLC***.
* Experience in Marketing and Sales, Working as ***Business Solution Specialist*** in ***Tech One systems LLC***.
* Experience in Sales and Marketing, Working as ***Business Development Executive*** in ***UNISON IT SOLUTIONS***.
* Experience in **Administration** and **Marketing Coordination**, working as Manager in **VIDYA INFOSYS** in India.

Interpersonal Skills* Posses’ high attention to detail.
* Excellent customer service and organizational skills.
* Possess in-depth knowledge of proposal preparation, bid management and collateral preparation
* Skilled in understanding and reviewing purchase orders, invoices, sales and other reports.
* Ability to understand and capture technical as well as business requirements
* Highly skilled in reviewing proposals, managing projects, providing estimates and recommending the best product solution
* Strong administration and data entry skills.
* Skilled in drafting purchasing budgets.
* Achievement and result oriented with an ability to manage change with ease.

Academic Profile**MBA in Marketing And Human Resource management** with an aggregate of 61% from Anna University India, in the year 2011. **B.COM** Degree in Taxation with an aggregate of 56% from **MG** **University India** in the year 2009. |

Work Experience

* On July 2016- June 2017 working in ***Insitech Network Trading LLC*** as Business Solution Executive.

***Job Description***

* **Responsible for marketing ELV Solutions(Time Attendance, Access control,CCTV), AV Solutions, Environment Monitoring Systems & AMCs to the corporate market**
* Work with main brand in ELV like **ZK technologies, Matrix, HIK Vision, FOX Tech and HID**
* Work with team to pre-qualify leads and obtain background information on potential customers and their industry to increase the likelihood of the deal closing
* Work in a sales team environment lead by the Manager of the Solutions Specialists team
* Assist in coordination of technical sales activities related to perspective customers and partners.
* Coordinates closely with internal sales, sales support, and service resources to align solution design with customers’ business requirements
* Proactive Execution on established plans to prevent post sales issues that shorten time to revenue.
* Develop and refine sales messaging, obtain a strong product knowledge and identify key deal-closing criteria
* Providing the highest level of customer service to the company's clientele with timely responses on all inquiries
* Understand, translate and map clients functional or business requirements to the product offerings and help customer evaluate the benefit.
* Monitors customer support for technical solutions proposed throughout the sales process, and alerts the sales and account teams to potential risks of deal closure.
* Communicates the business requirements to projects/ implementation team after completion of sales to ensure a smooth transition from presale to implementations stages, warranting a continuous degree of the customer satisfaction, when appropriate, performs delivery of services personally.
* On March 2015 – May 2016 onwards working in ***Tech One Solution*** as Business Solution Specialist.

***Job Description***

* Offering pre-sales support to sales reps and agents
* Developing and redesigning product to meet goals and objectives of organization
* Project coordination with Technicians & Staffs
* Provide administrative support to the purchase department
* Coordinate with account department for invoice processing.
* Working with customers to ensure smooth delivery and implementation.
* Making follow-up of potential customer.
* Office administration and Employee management Established superior working relationships with customers, field service technicians, and sales staff through telephone and email contact.
* Accurately forecast opportunities and manage pipeline.
* Identifying and making contact with new prospective clients.
* Arranging meetings with prospective clients.
* Promoting the image of the company as a leader in technology services.
* Meeting clients at their offices, identifying their requirements and then proposing solutions.
* Highlighting the benefits of the companies’ products and services.
* Answering any technical IT questions that clients may have.
* Developing sustainable relationships with decision makers.
* Following the sales process from start through to close.
* Developing sales within both existing and new business accounts.
* Once a sale has been made then advising clients on IT implementation and training.
* Arranging for after / post sale support to clients.
* Writing proposals for prospective clients.
* On July 2013- Jan 2015 onwards working in ***UNISON IT Solutions*** as Business Development Executive.

***Job Description***

* Creating new customer data base
* Meeting the B2B customers and discussing new services and promotion policies.
* Work with main brand in ELV like **ZK technologies, Matrix, HIK Vision, FOX Tech and HID**
* Proposal writing and submission
* Making follow-up of potential customer
* Responsible for marketing ELV products like access control, time attendance and CCTV
* Office administration and Employee management
* Market study and analysis
* Designing new strategies for promotion and development
* Coordination of executive for target achievement
* Planning & implementing marketing activities across all channels.
* Making sales calls and handling enquiries from potential customers.
* Documentation of leads and maintaining proper follow-ups.
* Coming up with new strategies to increase sales.
* Arranging for product demonstrations for customers. Chasing up leads with follow up phone calls.
* Cold calling for new business.
* On June 2011 to June 2013 onwards working in **VIDYA INFOSYS** as Asst. Manager in Administration and Marketing Coordination of services.

***Job Description***

* Ensure about the cost, quality and availability of product before purchasing
* Project coordination with Technicians & Staffs
* Provide administrative support to the purchase department
* Coordinate with account department for invoice processing
* Customer Relationship management
* Assisted in the preparation of budgets for purchasing
* Communicate with management, staff, suppliers and customers to ensure a pleasant work environment

***Additional Qualification: Holding Dubai Driving License (No: 2119871)***

Software Skills

* MS Office
* Tally (basics)
* Online Zoho CRM
* ZK Attendance Software

Academic Project

* First Project

Project in *“***Shakthiman Super Pipes”**in marketing Specialization with a topic of “**Customization”**

* Final Project

Project in **“Cerloplast” [Aqua Tech]** company in Human Resource management specialization with topic of “**Absenteeism”** in work place.

Strengths

* Efficient
* Hard working & goal oriented
* Commitment to Co- operative teamwork
* Good Learning Skills and Sincerity.

Declaration

I hereby declare that the details framed are true to belief to the best of my Knowledge.

Thanking You,

Abhijith