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**Jobin**

 **Email:** jobin.387832@2freemail.com

***Business Development Executive/ Sales Executive/Customer Service Executive***

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| **CAREER OBJECTIVE** |
| Seeking to secure a responsible career opportunity, where I can fully utilize my combination of professional experience and skills, in a challenging **Business Development**/ **Sales**/**Customer Service** assignment, while making a significant contribution to the success of my employer. |
| **PROFESSIONAL STRENGTH** |
| * Effective Senior Sales Representative focused on exceeding customer expectations by delivering an exemplary level of service. An engaging personality skilled in cross-selling and closing methods. A high-performing individual knowledgeable in various types of technology.

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| **Academic Background** |

* Secondary School Certification - 2002
* Senior Secondary School Certification - 2004
* Bachelor Of Arts - 2012
* MBA- Marketing - 2017

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| **TechniCal Qualification** |

* Diploma in Computer Hardware from “Jet King Institute of Hardware Technology”, Mumbai with Windows 2003 (Year 2005).
* Diploma in Diamond assorting from “Shukraa Gem & Jewel Institute” (Year 2006).

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| **PROFESSIONAL SUMMARY** |

* **Sales Executive**at **BMK GULF FZE** –Dubai, UAE.

(January 2015 to September 2018)* Finding new customer data base.
* Follow up with customer.
* Handling stocks
* Clearing customs document
	+ **Sr.CSR** at **Max Retail** **LLC** **(Landmarks Group)** – Dubai, UAE

(January 2013 to January 2015)* Customer Care and handling complaints.
* Handling Cash Desk
* Display new collections items
* Stock Inventory
* Handling departments like Men’s, Ladies’, Toys, etc.
	+ **Business Development Executive**at **Cheers Interactive India Pvt. Ltd.** – Mumbai, India

(May 2011 to Dec 2012)* Mapping Contacts.
* Making pipeline of the company.
* Making Profile and uploading on the BD System.
* Uploading summary of the clients.
	+ **Marketing Executive** with **JR Group** – Mumbai, India

(February 2011 to May 2011)* Finding new customer data base.
* **Customer Service Representative** with **Lifestyle International (Landmarks Group)** – Mumbai, India

(September 2008 to February 2011)* Handling the Watches and Accessories, International Fragrance Groups, Jewellery Section, etc.
* Customer Care and handling complaints.
* Supervising Brand Staff (approximately 40 Brands at a time).
* Generating MIS reports weekly.
* Communicating with the management with innovative ideas for promoting sales, Stock purchases, etc.
	+ **Junior Assorter** with ***K. P. Sanghavi & Co.*** – Mumbai, India

(December 2006 to August 2008)* As an Assorter I had to select & reject diamond depending on its quality.
* Assort diamond as per its characteristics i.e.4 Cs.
* Weighing diamond i.e. carat weight.
* Gauge the Diamond.
* Interacting with Custom Authorities in regards to the Diamond export.
	+ **Data Processor** with **Avenue Media** – Mumbai, India

(April 2006 to September 2006)Responsibilities included:* Used to work upon Burbs, page setup software for advertising brands.

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| **ACHIEVEMENTS** |

* Best Customer Service Representative Award from Lifestyle International, Mumbai - May, 2009
* Best Customer Service Representative Award from Lifestyle International, Mumbai - November, 2009
* Employee of the Month Award from Lifestyle International, Mumbai - November, 2010
* Employee of the Month Award from Lifestyle International, Mumbai - January, 2011
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| **Extra Curricular Activities** |
| * Reading, Music, Photographing & Traveling

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| **pERSONAL INFORMATION** |
| Date of Birth : 2nd April, 1985Marital Status : MarriedLanguage Skills : English, Hindi, Malayalam, Marathi, GujaratiNationality : Indian |
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