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**Jobin**

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***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.  |  | | --- | | **Academic Background** |  * Secondary School Certification - 2002 * Senior Secondary School Certification - 2004 * Bachelor Of Arts - 2012 * MBA- Marketing - 2017  |  | | --- | | **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).  |  | | --- | | **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.  |  | | --- | | **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 |
| **Extra Curricular Activities** |
| * Reading, Music, Photographing & Traveling  |  | | --- | | **pERSONAL INFORMATION** | | Date of Birth : 2nd April, 1985  Marital Status : Married  Language Skills : English, Hindi, Malayalam, Marathi, Gujarati  Nationality : Indian | |  | |