**CURRICULAM VITAE**

**VAISHAK**

Email: **VAISHAK.268113@2freemail.com**

**OBJECTIVE**

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business and technological advancement.

**ACADEMIC QUALIFICATIONS**

* Master in Business Administration - Specialized in Human Resource, Srinivas Institute of Management Studies, Mangalore University, India, in 2015.
* Bachelor in Business Management - Srinivas Institute Of Management Studies, Mangalore University, India, in 2013.

**COMPUTERPROFICIENCY**

* Microsoft Office (MS Word, Excel & Power Point)
* Tally ERP 9

**OTHER QUALIFICATIONS**

* Participation in 10days National Service scheme camp
* Second prize in Economics exhibition on the topic Business cycle
* Participated in Marketing exhibition in 2013
* Volunteer in Magma management fest in 2013
* Member in HR events managing committee of Magma management fest in 2014
* Team leader for MC committee of Magma management fest in 2014
* First price in HR forum activity
* Participated in National level Management fest at Shree Devi Institute Of Technology in 2015
* Best performer award for the year 2015

**AREAS OF STRENGTH**

* Determination, flexible & adaptable
* Trust worthy
* Willingness to take responsibility & able to work under pressure
* Honest, Self-confident and ambitious
* Able to learn tasks quickly
* Loyal & self motivated

**WORK EXPERIENCE**

\* worked in “Umesh Kamath & Co.” as a Verification Officer for ‘Jio Sim’& Billing for Nokia And Reliance mobile phones in Kanhangad, during the period of 01.08.2016 to 20.09.2016.

* Maintaining records for the collected CAF
* Follow up regards with the approval and rejection status
* Coordinating the activities with field executives and activation officer
* Scanning of CAF and maintaining tracks for scanned CAF in daily basis
* Support for filling CAF
* Maintaining customer relationship and support customer service
* Billing of Nokia and Reliance mobile phones
* Cross checking and ensuring the complaints of damaged phones
* Maintaining record for damaged /complaint phones and replacing new phones to customers
* Making purchase order
* Checking stocks in daily basis.

\*Worked in “Kanhangad Agencies” as a Marketing Executive for ‘Gulf Oil Lubricants’ in Kasaragod (dist.), Kerala , India, during the period of 22-07-2015 to 15-02-2016.

* Planning sales and strategy to attain the target
* Developing new customers
* Maintaining and upgrading customer data base
* Conducting market research by collecting feedback and suggestion from dealers/ customers
* Analyzing the prices, demand and competition
* Weekly visiting to all the dealers/ customers
* Building up and maintaining good relationship with dealer/ customers
* Making delivery of orders and collecting the payments
* Conducting meetings for dealers/ customers as well as mechanics
* Maintaining ledgers for the dealers/ customers
* Every Saturday making cross checking the accounts of dealers/ customers regarding the sales and receipts
* Preparing secondary sales data in every end of the month
* Providing timely feedback to the marketing head regarding the performance
* Preparations of sales promotion activities
* Making customer focused decisions
* Meet/ exceed the marketing performance measures

**PERSONAL DETAILS**

Date of Birth : 15th JUNE 1993

Gender : Male

Nationality : Indian

Religion : Hindu

Marital status : Single

Languages known : English, Hindi, Malayalam &Tamil

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief.