**RESUME**

**­­­­­­­­­­­ First Name of Application CV No1653576**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVES:**

To provide best services to an organization that gives an opportunity to utilize my knowledge and skills and to be a part of organizational excellence.

**WORK EXPERIENCE:**

***Work Experience in India (September 2013- March 2016)***

**Organization :** Big Bags International Pvt. Ltd. **(Sept 2014- March 2016)**

**Role :** Asst. Marketing manager/Customer service manager

**Responsibilities:**

* Handling European customers.
* Preparing order acceptance and Performa invoice.
* Co-ordinating with logistic department and providing all documents to the importer including Bill of lading, Invoice and Packing list, Fumigation Certificate etc.
* Co-ordinating internal departments with respect to all documentation works related to orders.
* Actively involved in dispatch planning and ensuring timely delivery.
* Sending price quotations to the customers.
* Customer relationship management.
* Preparing order position reports and submitting to company directors on weekly basis.
* Daily interactions with the customers, receiving feedback once the container reached the destination.

**Organization :** Axis Bank. **(Sept.2013- Sept.2014)**

**Role :** Business Development Executive

**Responsibilities:**

* Acquire new customers for the bank and pursue new business opportunities.
* Achieve monthly sales targets assigned for various products and services offered by the bank.
* Follow up on the new leads and referrals to generate business.
* Ensure customer satisfaction through resolving customer queries/issues.
* Cross selling of the bank’s third party products like Life insurance, general insurance, Cards etc.
* Providing after sales services to the customers.

**ACADEMICS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course/ Stream** | | **College/ University** | | **Year** | **Percentage**  **secured** | |
| **M.B.A, Specialization in HR & Marketing** | | Shri Dharmasthala Manjunatheshwara College of Business Management, Mangalore under Mangalore University | 2011 - 2013 | | 63.00% |
| **BBM** | | Shri Dharmasthala Manjunatheshwara College of Business Management, Mangalore under Mangalore University | 2008-2011 | | 59.00% |
| **BEBA – Commerce** | | Canara Pre-University College, Mangalore | 2006-2007 | | 64.00% |
| **SSLC** | | St. Aloysius High School, Mangalore | 2005-2006 | | 78.20% |

**PROJECT DETAILS:**

* + - Did one month internship at Mandovi Motors, Mangalore (June-July 2012).
    - Did one month project work on “Job Satisfaction at DIX Shipping Company, Mangalore. (January- February 2013)”.

**COMPUTER SKILLS:**

Operating system, Microsoft Word, Excel, Outlook, Power Point, Internet, Profit Plus Software (ERP).

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**EXTRA CURRICULAR ACTIVITIES:**

* Participated in MITE management college fest in HR event.
* Had been part of the planning committee for the SHRESHTA-College fest.
* Attended National level Seminar on ‘KARNATAKA EXPORT VISION- 2020.’

**AWARDS:**

* Represented the college team in cricket and won various awards in it.
* Represented the college team in football and won various awards in it.

**PERSONAL DETAILS:**

**Father Name:** Vishal Keerthi

**Date of Birth:** 30th May 1990

**Linguistic Abilities:** English, Hindi, Kannada, Tulu

**Strengths**:

* Optimistic and a quick learner
* Strong communication and interpersonal skills
* Self-motivated, dedicated and meticulous approach to work