

**FIROZ**

Indian, born 20th October 1987

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#### OBJECTIVE

Seeking an entry-level marketing and sales or business development officer position with an organization where demonstrated skills in marketing, administration and sales can be used to increase profitability and promote growth.

#### KEY SKILLS AND STRENGTH

Task focus and attention to detail, good communication and presentation skills, strong interpersonal skills and developing effective relationship with all level of business associates, good knowledge of Microsoft Office and internet, positive attitude, self -motivated, able to adapt management style to fit the needs of different environments and responsive to the needs of diverse staff, a good team leadership quality , quick learner, loyal and work with dedication in order to achieve goals and promote growth for the organization.

#### ACADEMIC QUALIFICATION

* PGDBM in Marketing and HR, Jain College, Bangalore Aug 2014
* B.Com, Sikkim University, Bangalore Jun 2012

#### EXPERIENCE

Business Development Officer Jan 2016 – Dec 2016

Talent Pioneers, New Delhi www. talentpioneers.in

Talent Pioneers is a recruitment firm. They use to do talent hunt for different companies and providing human resources for entry level (ex. executives, fresher’s), mid-level (ex. TL, AM, Trainer, etc.) and senior level (ex. Manager and above). The company was established in 2010 and has strength of 50-60 employees. They deal in BPO, KPO and IT companies

* Developed a standardized sales proposal to be used in variety of sales pitches.
* Responsible for originating new business via cold calls, referrals, networking social networking.
* Utilized sales and marketing tools to create brand awareness in the market.
* Research and build relationships with new clients.
* Taking timely feedback with clients, to overcome challenges and improved in business strategies.
* Developing marketing strategies to build client relationship.

Sales Officer Feb 2014 – Jan 2016

Cell Mart, Bengaluru www.cellmart.com

Cell Mart is a major third party vendor for Samsung. Company was basically in product marketing. The product marketing was carried by both indoor and outdoor sales.

* Market research and product promotion.
* Organized events and product exhibitions.
* Developed sales strategies to build client relationship.
* Coordinated efforts with the marketing team and increased sales by 60% in 4 months.
* Prepares reports by collecting, analyzing, and summarizing information.

**PROJECTS**

* Market strategy on Samsung Mobile and Apple Mobile (iPhone).
* Customer perfection on Big Bazaar and More retail store.
* Retail strategy in garment industry (Lux Cozi and Jockey).

**Other Overall Achievements**

* Successfully completed summer training with Daily News Analysis as an Institutional Salesperson.
* Certification in Microsoft Excel specialist.

**EXTRACURRICULAR ACTIVITIES**

* Played cricket at national level.
* Participated in athletics at district level.
* Won prizes in fashion show, and dance competitions at inter-university events.

#### PERSONAL DETAILS

Visa status : Visit visa. Valid till May 20, 2017.

Languages known : English, Hindi.