****SOORAJ

**Deira, Dubai**

**Mobile No.: 0505891826**

sooraj.378711@2freemail.com

Visa: Own with NOC

**OBJECTIVE**

Customer service-oriented professional seeking a position in **Sales, Marketing and/or Customer Service**. Offers exceptional sales, people and customer service skills to contribute to the company’s ongoing success in delivering exceptional service while exceeding the targets of financial profitability.

***Areas of expertise include:***

* B2B/ B2C Sales and Marketing

**PROFESSIONAL EXPERIENCE**

Total Professional Work Experience: 6+ Years

**Nokia, Dubai, UAE**

**Promoter** (Own Visa/ Freelance Status)

December 26, 2017 – February 28, 2017

**Al Majid Clinic LLC, Dubai, UAE**

**Sales & Marketing Executive**(Own Visa/ Freelance Status)

February 2016 – March 2017

***Duties & Responsibilities***

* Project based assignment, specifically in charge in B2B Marketing (introduction of services to possible partners/ customers like hotels, travel agencies, construction companies)
* Social Media Marketing / Promotion
* Formulation of fresh Marketing Promotions
* B2C Marketing
* Coordination with company networks like TPA’s & Insurance Companies

**TOYO Nepal Pvt. Ltd, Kathmandu, Nepal**

**Sales Executive**

January 2011 – November 2014

***Duties & Responsibilities***

* B2B & B2C Selling of heavy equipment procurement and rentals, and hardware and material handling equipment
* Relationship building, Researching the market and related products, Presenting the product face to face, listening to customer requirements and presenting appropriately to make a sale
* Maintained and developed relationship with existing customer in person and via telephone calls and emails
* Acted as a contact between the company and its existing and potential markets,Negotiate the terms of an agreement and closing sales
* Facilitate and coordinate after sales service

**Newtake International, Kathmandu, Nepal**

**Sales and Marketing Executive**

February 2009 – September 2010

***Duties & Responsibilities***

* B2B & B2C Selling Air-condition & Electromechanical Products
* Product presentation
* Maintained and developed relationships with existing customers in person and via telephone calls & emails
* Acted as a contact between the company and its existing and potential markets,Negotiate the terms of an agreement and closing sales
* Facilitate and coordinate after sales service
* Advising on forthcoming product developments & discussing special promotions
* Negotiate on price, costs, delivery and specifications with buyers and managers

**EDUCATION**

**B.A. in Humanities & Social Science –** Tribhuvan University, Nepal

**H.S.E.B** Certificate in **Accountancy**, **Economics**, **Office Management**&**Secretarial Practice**(OMSP), Marketing – Kapilvastu Multiple Campus, Nepal

**COMPUTER LITERACY**

* MS Excel, Word, Internet (**Microsoft Office Applications**),Graphic Design
* PRACTICAL OPERATION OF **TALLY ERP-9**SYSTEM

**LANGUAGES**

* English, Hindi, Nepalese

**TRAININGS RECEIVED**

* Certified training for Tally (Finance & Accounting) ; Certified for Manual & Computerized Accounting (Finance & Accounting) by Arabian Info Tech Training Institute LLC , Dubai- Aug 2015
* Basic Accounting Course by Shaping Minds Group Social Welfare(the Human World), Nepal – May 2011
* Computer Office Package & Graphic Design by DestinationGroup (P) LTD., Nepal – 2011