**PRAJOD**

🖂 E-mail: [prajod-394132@2freemail.com](mailto:prajod-394132@2freemail.com)

**PROFESSIONAL SUMMARY**

* **Currently working as Showroom Manager at Hygiene Shop a branch of Transware enterprises since May 2018**
* **Worked as Business analyst executive / MIS executive with 8 years of experience in the FMCD as well as telecom industry, which includes experience in diversified fields of Microsoft Office: Excel, Word, Access, and well versed with SAP and Oracle.**
* **Good working experience in branch sales analysis, business planner – tracking GOLY, GOLM and FTD sales figures and also tracked dealer contribution v/s market potential and E to R ration (expense to revenue)**
* **Good experience in Microsoft Excel (advance level) also done an additional duty of MS excel trainer for Videocon employees since 2016.**
* **Good working experience in SAP (Commercial level) customer billing, cheque punching and other Commercial activities.**
* **Good working experience in ISD (In Shop demonstrator) team management and their report coordination**
* **Willingness to learn new technologies and the ability to put them into quick practice.**
* **Self-confidence, positive attitude and Adaptable to new working conditions and Ability to meet deadlines and work under pressure**
* **Excellent team player having good communication and interpersonal skills.**

**KEY SKILLS**

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| --- | --- |
| * **Advance** Excel * Power point * Excel Formulas for simplicity | * SAP * PGDCA * **Oracle** |

**PROFESSIONAL** **EXPERIENCE**

* ( Hygiene Shop) (May 2018 –Present) as Branch manager

1. Branch operations
2. Sales Team coordination
3. AR control
4. Daily and monthly MIS reports
5. Stock planning & warehouse maintenance (back store)

* (July 2010 – Feb 2018)

ROLE – Analyst and MIS **Executive**

1. Monthly Stock planning, Sales planning – dealer wise and ASE wise
2. Branch expense and scheme working and analyze P and L reports by H.O
3. Preparing PPTs & Reports for TOP Managements.
4. Daily MIS reports and dashboards to HO and AR report to sales team.
5. Monthly Sales report & Power point presentations to H.O.
6. Review presentations and market share analysis – monthly biases.
7. Sales team coordination and performance tracking. – RSO
8. ISD team coordination and performance and attendance tracking.
9. Monthly training section of **MS excel trainer for Videocon employees**
10. **Microsoft Excel trainer for Videocon employees since 2016.**

ADDITIONAL ROLE – Billing and **Commercial activity**

1. Customer Billing
2. Service customer replacement billing and defective settlement
3. **Cheque punching and banking**
4. **Model conversion (**defective units)
5. Dealer schemes working analysis to TOP management

* (June 2009 - June 2010), Worked as **MIS Executive**.

1. Preparing Sales MIS and Reports to Sales Team.
2. Documentation & CAF Management after sales.
3. Handling end to end process of sales and distribution like retail on boarding, report generation on sales, revenue, distributor settlements.
4. Coordinating with National sales team for Activations and MIS Reports.
5. Responding to complaints from customers and give after-sales support when requested
6. Coordinating with One 97 Team for base allocation for OBD Messages.
7. Preparing PPT’s & Reports for TOP Managements.

* (April 2008 - May 2009) Working as MIS –Backend in Airtel PCO

1. Handling the process with backend team and coordinating with Frontend team members.
2. Coordinating All Kerala Prepaid Manager for POC complaints.
3. SIM and Number provisioning.
4. Handling all Kerala SIM exchange SR data and proper tracking and driving frontend team to avoid customer barring.
5. Given proper supports to Field Teams to close the field issues on priority basis.
6. Handling PEF documentation process
7. Preparing MIS & Analysis to TOP Management teams for Reviews and Process corrections.

**EDUCATION**

* B.SC Mathematics (2008, course completed) from St: Paul’s college Kalamassery. (Mahatma Gandhi University)
* B.Com (2018) (distant education )- Rabindra Nath Tagore University with 68%
* Higher Secondary Education (2004) from St: Augustine’s HSS, Aroor. with 49%
* Secondary Education (2001) from from St: Augustine’s HSS, Aroor. with 59%

**PROJECTS WORKED**

* Project Name : life of Leonhard Paul Euler (PPT) for CUSAT

Environment : PPT

Roles & Responsibilities : Team Leader

Project description: Done a PPT platform project about Leonhard Paul Euler (father of graph theory) for M.Sc students for their Maths club activity and the same was presented in Euler foundation in Switzerland and also was reported in New Indian Express Daily

**PERSONAL INFORMATION**

**Name** : PRAJOD

**Age** : 32 YEARS

**Gender** : MALE

**Marital Status**  : MARRIED

**Date of birth** : 28-12-1985

**Nationality** : INDIAN

**Languages known** : ENGLISH, MALAYALAM

**DECLARATION**

I solemnly declare that the information furnished above is true to the best of my knowledge.

Place: Aroor

Date: **PRAJOD**