

**CURRICULAM VITAE**

**Sibin**

**Dubai**

**United Arab Emirates**

**Email:sibin-394797@2freemail.com**

**Career Objective**

Intend to build a career with a leading business house with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging & creative environment.

**Skills**

* Socially adept
* Good with numbers
* Able to provide quality leadership to sales people
* Strong communication and IT fluency
* Creative talents and the ability to solve tough problems
* In-depth knowledge of the industry and its current events
* The ability to handle pressure and meet deadlines
* Skill in prioritizing and triaging obligations
* Attention to detail
* Excellent time management and organization

**Work Experience**

**Business Development Officer**

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| **Dubai, U.A.E** | **2018 to 2019** |

* Design and implement a strategic business plan that expands company’s customer base and ensure its strong presence
* Managing and executing sales and promotions plans for customers.
* Making follow up calls to close the sales.
* Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
* Dealing to customers from many nationalities such as Asian,European. And middle east
* Present sales, revenue and expenses reports and realistic forecasts to the management team
* Identify emerging markets and market shifts while being fully aware of new products and competition status
* Prepare list of all prospective customers for sales lead

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**Business Development Engineer**

**Kerala, India**

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* Making the contract with companies and industries.
* Negotiating contracts and packages
* Aiming to achieve monthly or annual targets.

**Marketing and Sales Officer**

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| **Dubai, U.A.E** | **2016 to 2018** |

* Responsible for achieving individual targets across all products (Personal loan,Auto loan,credit cards)
* Closed new business and developed negotiating strategies by coordinating prospects goals and requirements with company objectives and procedures.
* Developed, coordinated and implemented sales strategies that identified and produced new business in two different markets/ states.
* Guided and directed sales team professionals,analysis for management decisions and strategic planning.
* Attend industry functions, events, and conferences; providing feedback and information on current market/creative trends.
* Facilitating the entire sales process; cold calling, lead generation, closing sales
* Achieving targets by giving proper follow up by calls,meeting and email activities.
* Providing the guidance to team members as required on any questions related work assigned.
* Applied initiative to immediately act upon issues to achieve a resolution.
* Effectively communicated transport requirements to clients over the phone, in writing and in person as well as clarifying client freight requirements with operational staff.

**2013 - 2015**

* Closed new business and negotiating strategies by coordinating prospects goals and requirement
* Developed,coordinated and implemented sales strategies that identified and produced new business in two different markets/states
* Established CRM to increase sales,improve sales forecasting,and enhances account tracking on new and existing clients.
* Facilitating the entire sales process,cold calling,lead generation,closing sales
* Ability to chase up new business opportunities.
* Planning conducting team meetings on weekly & monthly basis,overseeing operational efficiency in workshop to improve profitability 
* Maintaining relationships with key clients.
* Excellent lead generation and development skills.
* Contacting customers at regular intervals by telephone / personal meetings ,identifying areas and implementing measures to maximize customer satisfaction levels.

**Education**

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| **B.Tech in Electronics & Communication** | 2012 |
| Mangalam college of engineering ,Kottayam -India |  |
| **Higher Secondary** |  |
| St Mary’s higher secondary school | 2008 |

**Personal Information\_**

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| Date of Birth | | : 07/01/1991 |  |
| Marital status | | : Married |  |
| Nationality | | : Indian |  |
| Language Known | | : English, Hindi, Malayalam, Tamil |  |
| **Driving License** | | **: LMV UAE** |  |
| **Visa Status** | | **:Visiting Visa** |  |
| **Visa Validity** | | **:** |  |
| **Declaration** | | **\_** | **\_** |
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I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.

Place: Dubai

Date:

Sibin