

Multi-faceted, efficient, and reliable administrative professional with 6+ years of experience supporting executives, sales personnel, System Administration and managers to improve internal operations for small businesses.

Proficient in CRM applications and design programs. Diversified skill set covering administrative support, client relations, writing, human resources and recruiting, account management, Credit and project management. Excellent interpersonal, phone, and digital communication skills.

Work History

Apr'2021

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Till Now

SALES EXECUTIVE

BAHRAIN CHANNELS FOR COMMUNICATION – STC, BAHRAIN

- Prepare the required forms, proposals, quotations and other documentation for customers to aid in signup
- Actively seeking out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Collaborate with team members to achieve better results

Mar'2020

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Mar'2021

SALES REPRESENTATIVE

CITI BANK, SEEF, KINGDOM OF BAHRAIN

- Documented track record of establishing and growing sales in new geographic territories.
- The consistent achievement of demanding sales goals.
- Complete understanding of marketing and business practices
- Critical thinking and active listening.
- Time management skills

Aug'2016

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Feb'2019

DEPUTY MANAGER

INDUSIND BANK LTD, TRICHY, TAMIL NADU, INDIA

- Ensure high levels of customer satisfaction through excellent sales service.
- Cross sell products.
- Team up with co-workers to ensure proper customer service.
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis.
- Negotiation and conflict resolution abilities

Aug'2015

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Jul'2016

SENIOR SALES EXECUTIVE

ICICI BANK LTD (I-PROCESS PVT LTD), TRICHY, TAMIL NADU

- Achieved dramatic sales increase by skilfully managing relationships and proactive sales approaches.
- Worked diligently to resolve unique and recurring complaints, promoting loyalty and enhancing operations.
- Consistently serviced accounts to maintain active contacts and continuously promote profitable offerings.
- Directed work of efficient administrative team maintaining accurate sales, inventory and order documentation.

MOSES SEKAR



Address

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Phone

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E-mail

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mosesmusic20@yahoo.com

LinkedIn

<https://www.linkedin.com/in/mosessekar>

SKILLS

Business credit coordination

Excellent

Administration

Excellent

Application verification

Excellent

Risk assessment

Excellent

Finance & Accounts

Excellent

LANGUAGES

English

Tamil

Education

2013 - 2015	Master of Science - Mathematics Bishop Heber College, Trichy, Tamil Nadu, India Master of Science - Mathematics – 68% - 1st Class
2010- 2013	Bachelor of Science – Mathematics Bishop Heber College, Trichy, Tamil Nadu, India Bachelor of Science – Mathematics – 66.5% - 1st Class
2009 - 2010	Higher Secondary Certification Blake Hr. Sec. School, Thanjavur, Tamil Nadu, India Higher Secondary Certification – 52.50%
2007 - 2008	Secondary School Leaving Certificate St. Peters Hr. Sec. School, Thanjavur, Tamil Nadu, India Secondary School Leaving Certificate – 65.40%

Strength

- Flexibility and Adaptability
- Leadership
- Financial management
- Positive Attitude: Creating a positive work environment
- Goal oriented: results achiever, Meeting deadlines

Core Competencies

- Professional, Growth Oriented, Easy Adaptive and Quick Learner.
- An extrovert with very good blending capabilities.
- An absolute team player with good communication.
- Expert in applications like MS office – Word, Excel

Publications & Project

- 2012 - Presented a paper titled "Algebra" at the Hebrean's Math Meet'12 organized by the Dept. of Mathematics, Bishop Heber College, Trichy Dist., Tamil Nadu, India.
- 2013 - Presented a paper titled "Linear Equation" at the Math Gene'13 organized by the Dept. of Mathematics, Holy Cross College, Trichy Dist., Tamil Nadu, India.
- 2013 - Presented a paper titled "Operation Research" at the APPS'13 organized by the Dept. Master of Business Management, Care School of Computer Applications, Trichy Dist., Tamil Nadu, India.
- 2014 - Presented a paper titled "Statistical Package for the Social Sciences (SPSS)" at the Magma'14 organized by the Dept. of Mathematics, Bishop Heber College, Trichy Dist., Tamil Nadu, India.
- 2015 - Presented and published a paper titled "SWOC analysis on the significance of advanced techniques adopted in farming using SPSS" by the Dept. Of Mathematics, Bishop Heber College, Trichy Dist., Tamil Nadu, India.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date :

Yours faithfully

Place :

(MOSES SEKAR)

Native

PERSONAL DETAILS

Father Name	Sekar R
Mother Name	Meena
Date of Birth	11th Jun 1993
Sex	Male
Religion	Christian
Marital Status	Single
Nationality	Indian
CPR Number	930648552

PASSPORT DETAILS

Passport Number	S1553495
Date of Issue	13th Apr 2018
Date of Expiry	12th Apr 2028
Place of issue	Tiruchirappalli

REFERENCE

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