

SRUTHIN. UR

sruthinur2505@gmail.com

+971-543418021

Having Uae Driving License



CAREER OBJECTIVE:

To contribute to the success and expansion of an organization and at the same time grow both personally and professionally by continuously increasing my skills.

ACADEMIC QUALIFICATION

Duration	Degree	Institution/University
2013-15	MBA (Master of business Administration)	T. John College Bangalore, India
2009-12	BBA(Bachelor of Business Administration)	Calicut University
2007-09	Higher Secondary Commerce.	Avala Kuttoth Higher Secondary School
2006-07	Secondary school leaving Exam	Koothali Higher Secondary school

WORK EXPERIENCE

GOLDEN GRAIN AUTOMATIC BAKERY (DEC 2017-At present)

Designation: Sales Coordinator

Job Description:

- Produces reports based on the sales of employees in the sales department
- Meets with people in other departments to help promote product
- Creates new and innovative ideas to sell product
- Responds to any inquiries from the consumer
- Evaluates the performance of salespeople
- Prepare and evaluates all sales reports

- Meets monthly sales goals as provided by management
- Makes sure that sales orders are delivered in a timely fashion and according to the desires of customers
- Makes presentations to management which explain how to meet sales goals and talk about any new innovative ideas that management may have
- Assists the marketing department in new marketing campaigns
- Makes sales goals and assists other members of the sales department in meeting them
- Knowledge of ERP Software.

HDFC SALES PVT LTD BANGALORE DEC 2015-FEB 2017

Designation: Business Development Executive

Job description:

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones
- Contact potential clients and create rapport by networking, cold calling, using referrals etc.
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans
- Collect information from clients on their risk profiles in order to offer them the proper solution

AMERICAN EXPRESS BANGALORE AUG 2015-DEC 2015

Designation: Business Development Executive.

Job description:

- Engage and educate customers on product usage
- Convey brand information to customers and respond to questions/inquiries that arise
- Responsible for daily/monthly sales targets
- Investigate and address competitors' activities
- Prioritize and schedule proactive calls to organization's accounts

- Update and manage contact database with accurate profiles, notes, and relevant information
- Undertake training on the firm's markets and products, and improve on selling skills

TECHNICAL SKILLS:

- Good understanding of "MS Office"
- knowledge in "MS Excel"
- Financial Modeling with Excel tools

KEY STRENGTH:

- Basic Understanding of departments work in business.
- Long term interest in work
- Able to think in creative manner.
- Good attention to detail.

PERSONAL INFORMATION

Name : SRUTHIN UR

Date of birth : 25-05-1992

Visa status : Visit Visa

Place : Umm Al Quwain

Language proficiency : Malayalam, Tamil, Hindi, English

Marital status : Married

DECLARATION:

I hereby declare that all the information provided in my resume is true to the best of my knowledge.

SRUTHIN.UR