



AKSHAY RAJ

Dubai, DU | 050 863 9466 | akshaymay14@gmail.com

Professional Summary

Accomplished in growing gross sales, increasing customer numbers and maximizing profits with a hands-on and proactive style. Excellent verbal and written communication, planning and relationship-building skills. Proficient in gathering market and competitor information and forecasting trends to optimize plans.

Skills

- Customer-Oriented
- Sales strategy
- Inventory management
- Product promotions
- Business networking
- Quality assurance understanding
- Order management
- Business development and planning

Work History

Business Administrative Assistant

08/2019 to 08/2021

Sivasakthi Traders– Thalayolaparambu, Kerala

- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Liaised with vendors to order and maintain inventory of office supplies and to obtain most cost-effective pricing.
- Assisted with event planning, including associated travel and logistical arrangements.
- Liaised between clients and vendors and maintained effective lines of communication.
- Established administrative work procedures to track staff's daily tasks.
- Communicated with customers via phone and email to confirm deliveries and respond to inquiries.
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.

Jaquar Lighting Ltd – Ernakulam, Kerala

- Maintaining fruitful relationship with existing customers
- Maintaining the database for the dealer in area allocated
- Analyzed business developments and monitored market trends.
- Collaborated with developers, advertisers and production managers to market products and services.
- Initiated market research studies and analyzed findings.
- Directed and coordinated marketing activities and policies to promote products and services.
- Analyzed third party data and investigated new growth opportunities.
- Cultivated effective partnership with engineering, marketing, sales and customer support staff.
- Developing price strategies while balancing firm objectives with customer satisfaction maximization.
- Consulted with buying personnel to determine projected demand for products and services.
- Reviewed the financial aspects of product development, such as budgets, expenditures and research and development appropriations.

Education

MBA: HR & Marketing

2018

Bangalore University - Bangalore

BBA

2015

Mahatma Gandhi University - Kerala

Personal Profile

Sex	:	Male
Date of Birth	:	14/05/1991
Passport No	:	L7529965
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu
Visa Status	:	Visit Visa (3 Months)

Languages Known

English	-	Fluent
Hindi	-	Fluent
Tamil	-	Conversational
Malayalam	-	Mother Tongue