



RIJIN.E



OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.



EXPERIENCES

- **Relationship Executive** in **ASTORIA NIDHI Ltd**
1 year **Ponnani - Kerala**

- * harnessing internal relationship to better address-clients needs and to maximize our profit
- * promoting clients to upgrade their existing procedures and to purchase additional offerings
- * ensuring regular contact with existing clients to maintain our company presence
- * discussing major financial goals of clients to better understand their objectives
- * maintaining strong relationship with clients to build trust
- * provide efficient Sales and service to customers and ensure high level of customer satisfaction
- * build on the relationship with existing clients

- **Sales Executive** in **ABC Motors**
1 year **Tirur - Kerala**

- * build good working Relationships
- * understand the needs of our business customer
- * research the market and related product
- * represent the company at trade exhibitions, events and demonstrations
- * attend team meeting and share best practice with colleagues
- * listen to customer requirements and present appropriately to make a sale



EDUCATION

- **Calicut University** **bachelor of business administration**
2020
- **Kerala HSE** **Plus Two**
2016
- **Kerala Board of Public Examination** **Secondary School Leaving Certificate**
2013



TECHNICAL QUALIFICATIONS

- **Master in Multimedia & Animation Engineering**



PASSPORT DETAILS

Passport No : T4249693
Date of Issue : 08/07/2019
Date of Expiry : 07/07/2029
Place of Issue : Kozhikode



CONTACT

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SKILLS

- *Teamwork and leadership
- * excellent communication and listening
- * self motivated and driven by targets
- * excellent knowledge of MS office ,
MS Excel and MS word
- * commercial awareness
- * strong interpersonal and collaborative
- * familiarity with CRM Software and
procedures
- * work ideally in a similar organisation



PERSONAL DETAILS

Age : 25
Date of Birth : 19/05/1997
Nationality : Indian
Marital Status : Single
Blood Group : A+



LANGUAGES KNOWN

Malayalam

English

Hindi

Tamil