



NITHINRAJ O R

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Karama. Dubai, United Arab Emirates 📍

29 April, 1991 📅

linkedin.com/in/nithin-raj-65862844 in

To be associated with a progressive organization that gives scope to apply my knowledge and skills, and to be a part of a team that dynamically works towards the growth of the organization

WORK EXPERIENCE

ADMIN AND SALES CORDINATOR EXCEL IMPEX(Manufacturing and trading)

04/2019 - 09/2021

THRISSUR, KERALA, INDIA

Achievements/Tasks

- Assign the target to sales executives
- assign the weekly route map to the sales executives and delivery staffs
- To train the executive about product knowledge and Current Market
- Product promotion activities
- Coordinating and managing appointments, meetings
- Maintaining general office files, including job files, and other files related to the company's operations.
- Possibly maintaining the company social media accounts
- Monitor the production staff and sales executives

TEAM LEADER Bharathi Airtel

12/2015 - 02/2017

THRISSUR, KERALA, INDIA

Achievements/Tasks

- to sale the airtel 4g wifi device
- Assign weekly Target to the team members
- Suggest and organize team building activities
- Arrange out door activities to sale the wifi Device
- Delegating tasks and set deadlines for internal team
- Motivate team members
- Promotion Activities
- Close the leads given by the company
- Monitor team performance and report on management
- Submit daily sales report to the sales manager

EDUCATION

MBA ELIJAH INSTITUTE OF MANAGEMENT STUDES

2017 - 2019

THRISSUR, KERALA, INDIA

Courses

- HR & MARKETING

BACHELOR OF ENGINEERING RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

2011 - 2015

COIMBATORE, TAMILNADU, INDIA

Courses

- ELECTRICAL AND
ELECTRONICS
ENGINEERING

SKILLS

LEADERSHIP

MARKETING

CUSTOMER RELATIONSHIP AND HANDLING

M S OFFICE & PHOTOSHOP

PROBLEM SOLVING

INTERPERSONAL

CRITICAL THINKING

Decision-making skills

ACHIEVEMENTS

Best commitment award (05/2018)

best commitment award winner at ESAF small finance bank during the internship period

won prizes in college club activities (2018)

won prizes in college football tournament and cricket tournament (2018)

I have been awarded certificate for attending robotics workshop (09/2013)

Marketing coordinator (2017)

Marketing coordinator of ELEGANZA 2K17 The Grand Management fest at ELIMS THRISSUR

PRESIDENT OF SOCIAL CLUB (2017 - 2019)

President of social club at ELIMS COLLEGE THRISSUR

PROGRAM CORDINATOR (2017 - 2018)

College students program coordinator

LANGUAGES

MALAYALAM

*Native or Bilingual
Proficiency*

ENGLISH

Full Professional Proficiency

TAMIL

Limited Working Proficiency

HINDI

Limited Working Proficiency

INTERESTS

TRAVELLING

PLAYING CRICKET, FOOTBALL AND CHESS

MUSIC