



MANAS RANJAN ROUT

MANAGER SALES AND BUSINESS DEVELOPMENT.

A challenging position within a professional environment with opportunities for growth and career.

INTERPERSONAL PROFILE

Strong communication & presentation skills, Fast learning qualities, good planning, organization, leading, controlling & management skills, Able to work under pressure and meet deadlines, dedicate hard work and career oriented, Decision taking and initiative, Team player and negotiable skills.

CONTACT

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PERSONAL INFORMATION

Nationality	Indian
DOB.	10th July 1987
Gender	Male
Language	English & Hindi (Read & write)
Passport	Indian
Driver License	UAE

ACTIVITIES AND INTERESTS

Volleyball, Songs, Travelling

WORK EXPERIENCE

DECEMBER 2021- PRESENT - SALES MANAGER
HUHTAMAKI FLEXIBLE PACKAGING LLC/POSITIVE PACKAGING UNITED FZCO.

MAY 2021 TO NOV. 2021 - BUSINESS DEVELOPMENT MANAGER
HEXXA FLEXIBLE PACKAGING LLC. (RAS AL KHAIMA, UAE.)

JAN 2019 TO APRIL 2021 - BUSINESS DEVELOPMENT MANAGER
CLASSIQUE LABELS AND PACKAGING LLC. (RAS AL KHAIMA, UAE.)

JULY 2014 TO DEC 2018 - SALES & MARKETING MANAGER
CONCEPT FLEXIBLE PACKAGING LLC. (RAS AL KHAIMA, UAE.)

JULY 2010 TO JUNE 2014 - SENIOR ACCOUNTANT
MILLENNIUM PLASTIC PRODUCT INDUSTRIES LLC. (UMM AL QUWAIN, UAE.)

JAN 2009 TO MAY 2010 - SENIOR ACCOUNTANT
M/S. VISHAL PRINTING PRESS. (DELHI, INDIA)

FEB 2007 TO DEC 2008 - ACCOUNT ASSISTANT
M/S. PREM COLOUR CHEM (P) LTD. (DELHI, INDIA)

MARCH 2006 TO FEB 2007: AUDIT ASSISTANT.
M/S. K.G. AGGARWAL & CO. CHARTERED ACCOUNTANT. (DELHI, INDIA)

EDUCATION

Bachelor's Degree in Commerce, 2009.

Computer Skills – Microsoft Office, Outlook Express and internet.

Good command in Micro soft applications. (MS world, excel, power point) and accounting software's (Tally)Hardware assembling, web surfing, email.

JOB PROFILE

DECEMBER 2021- PRESENT – SALES MANAGER
HUHTAMAKI FLEXIBLE PACKAGING LLC/
POSITIVE PACKAGING UNITED FZCO.
DUBAI, UAE.

- Handling MNC customers as a Key Account Manager.
- In very profession way developing new customers in Flexible packaging industries.
- Finding and developing new markets and improving sales.

MAY 2021 TO NOV. 2021- BUSINESS
DEVELOPMENT MANAGER
HEXXA FLEXIBLE PACKAGING LLC.
RAS AL KHAIMA, UAE.

- Contacting potential client to establish report and arrange meeting.
- In very profession way developing new customers in Flexible packaging industries.
- Finding and developing new markets and improving sales.
- Promote the company's products/services addressing or predicting clients' objectives, Arrange business meetings with prospective clients

JAN 2019 TO APRIL 2021 BUSINESS
DEVELOPMENT MANAGER
CLASSIQUE LABELS AND PACKAGING LLC.
RAS AL KHAIMA, UAE.

- Contacting potential client to establish report and arrange meeting.
- In very profession way developing new customers in Labels industries.
- Finding and developing new markets and improving sales.
- Attending conferences, meeting, and industry events.
- Developing quotes and proposals for client.
- Visit industries with complete profile and sample to developed market strategy in market, researching organizations individuals to find new opportunities.
- Promote the company's products/services addressing or predicting clients' objectives, Arrange business meetings with prospective clients.
- Develop a growth strategy focused both on financial gain and customer satisfaction, conduct research to identify new markets and customer needs

JULY 2014 TO DEC 2018: SALES & MARKETING
MANAGER
CONCEPT FLEXIBLE PACKAGING LLC.
RAS AL KHAIMA, UAE.

- Handling 35 existing customers.
- Identifying new customers.
- Developing a price strategy that maximize profits and market share but considers customer satisfaction.
- Day to day basis follow up for Payment Receivables.
- Follow up for new design developments, Review of pending orders.
- Track Delivery with Logistics.
- Well maintain relationship with customer, Weekly visit to customer premises.

JULY 2010 TO JUNE 2014: SENIOR ACCOUNTANT
MILLENNIUM PLASTIC PRODUCT INDUSTRIES
LLC. (UMM AL QUWAIN, UAE.)

- Compile and sort documents, such as invoice and checks, substantiating business transactions.
- Ensure that all the relevant documents are properly maintained.
- Verify & post details of business transactions, such as fund received and disbursed, and totals accounts to ledgers, computer spreadsheets and databases.
- Managing finance department with responsibility for Budget, Payroll, Accounts Payable and receivable.
- Prepared monthly Balance Sheet, Profit & Loss Account and Trial Balance Reports, Month end review of Closing Stock entries

JAN 2009 TO MAY 2010 - SENIOR ACCOUNTANT
M/S. VISHAL PRINTING PRESS
DELHI, INDIA

- Monthly closing of books of accounts, account reconciliation and journal entry adjustments.
- Accounts Payable, Accounts Receivables and Payroll Management.
- Reporting of Daily Closing Cash and Bank balance to the Managing Director.
- Prepared monthly Balance Sheet, Profit & Loss Account and Trial Balance reports.
- Month end review of Closing Stock entries.

FEB 2007 TO DEC 2008: ACCOUNT ASSISTANT
M/S. PREM COLOUR CHEM (P) LTD.
DELHI, INDIA

- Managed over 150+ accounts receivable and payable accounts
- Working directly with the Chief Accountant.
- Posting of Purchase, Sales, Payment, Receipt entries in Tally.
- Managed vendor accounts, preparation of monthly payment cheques.
- Monitored and recorded Company's Sales Promotion expenses,
- Sales representative's expenses.
- Submission of Monthly Stock Statement for Insurance Co.
- Preparation & maintenance of statutory books of accounts, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Monitoring fund flow of the company to review the cash position and forecast funds required for expenses.
- Interfacing with taxation authorities for timely filing.

MARCH 2006 TO FEB 2007: AUDIT ASSISTANT.
M/S. K.G. AGGARWAL & CO. CHARTERED
ACCOUNTANT
DELHI, INDIA.

- I have started my career while my graduation was going on
- Worked as an Audit Assistant.
- Analysis of Debtors & Creditors account.
- Monthly Bank Reconciliations.
- Consolidation of Branch Accounts and its Reconciliation.
- Daily verification of Cash Books.
- Month end Review of Provision Accounts.