

# AKSHAI V.C

Alain-Clock Tower  
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## PROFILE

To work in an organization where my knowledge and skills are fully utilized and enhanced for a mutual growth  
A highly motivated and well experienced professional with demonstrated ability in Sales Executive and Supervising.

## WORKING EXPERIENCE

2022 March – Till date

CHIC TRADINGS  
Alain,UAE

Accounts & Administration

### Nature of the Job

- Contacting potential clients to establish report and arrange meetings.
- Planning and overseeing new market initiatives.
- Dealing with Clients.
- Material Purchasing.
- Developing quotes and proposal for clients.
- Handle Accounts payable and receivables.
- Maintaining accurate records.
- Manage Bank Feeds
- Confirming timesheet and Salary preparation.
- Providing feedback to management.

2020 FEB – NOV 2021

MASS FOOD INGREDIENTS  
Perumbilavu-Kerala

Sales Executive

### Nature of the Job

- Finding and developing new markets and improving sales.
- Providing excellent customer service to existing customers by understanding their need and requirements.
- Taking orders and Food product supply.
- Payment collection.
- Working towards monthly and annual target.
- Handle receivables.
- Meeting with clients during sales Visit.
- Providing management with feedback

## PROFESSIONAL SKILLS

- Team working ability.
- Communication and interpersonal skills.
- Business acumen and ability.
- High level numeracy.
- Good arithmetic and accounting skill.
- Self-motivated and adaptable to any situation.
- Co-operative and good team player.
- Good listener & Hard working.
- Confident to interact with people from different walks life.
- Excellent verbal and written communication skill.

## ACADEMIC CREDENTIALS

Pre- Graduation	Commerce State board of Kerala, India
S.S.L.C	Board of Public Examination Kerala, India
BBA (Bachelor of Business Administration 2017-2020)	University of Calicut, Kozhikode, India
Computer Awareness	Tally ERP, MS Office-Word, Excel, Internet & E-Mail operations. Familiarized with chrome, Mozilla and info genesis Software's.

## PERSONAL INFORMATION

Name	AKSHAI VADASSERY CHANDRAN
Marital Status	Single
Age & Date of Birth	05-December-1998
Sex	Male
Passport No.	T6680604
Visa Status	Employment
Driving License No	2789201
Issued Date	04.07.2022, Expiry Date: 03.07.2024
Place of issue	Abu Dhabi, Category: Light Vehicle
Language Skills	English, Malayalam & Hindi