

BIJU NARAYANAN C

Sales Representative

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Dip1 dubai



EXPERIENCE

Junior Sales Executive

Agthia

02/2022 - 02/2022 Uae

- Organization: Agthia Group
- Designation: Junior Sales Executive
- Duration: On going
- Company Profile: Agthia Group, an integrated businesses providing high quality and trusted food and beverage products for consumers across the UAE, GCC, Turkey and the wider Middle East
- Responsibilities: Setting sales goals and developing sales strategies. Researching prospects and generating leads. Contacting potential and existing customers on the phone, by email, and in person. Handling customer questions, inquiries, and complaints. Preparing and sending quotes and proposals. Managing the sales process through specific software programs. Building and maintaining a CRM database. Meeting daily, weekly, and monthly sales targets. Participating in sales team meetings

Administrator assistant

Popular Vehicles and Services Ltd

10/2019 - 10/2021 India

- Popular Vehicles and Services Ltd. (Suzuki) - ADMINISTRATOR ASSISTANT
- Duration: From to
- Company profile: Popular Vehicles and Services Ltd is one of the Authorized dealers of Suzuki Motor Cars in India
- Responsibilities:
 - Receives and responds to routine client's inquiries, maintains documentation of communications, existing issues, and issue resolutions, referring complex inquiries to more senior staff
 - Prepares written correspondence and makes telephone calls to insurer claim representatives and clients and loss adjusters. Loss assessors and other third parties. Generates materials for client and prospect presentations and meetings insofar as relates to claims, analytics. Responsible for claim reporting to Team Leader, Account Manager, Management
 - Preparation of invoices
 - Account settlement related with insurance Companies

EDUCATION

Master of Business Administration

Bharathiyar University

Date period Location

- Main: Logistics and Human Resources
- Bharathiyar University

Bachelor of Commerce

Kannur University

Date period Location

- Main: Commerce and Accounts
- Kannur University

SUMMARY

To seek a responsible and challenging position within a reputed organization and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the Organization

LANGUAGES

English

Advanced



Hindi

Advanced



Tamil

Intermediate



Malayalam

Native



SKILLS

Cashier

Crm

Driving license

Excel

Gcc

Ms excel

Ms word

Sap

Tally