



# ASHUTHOSH MANOJ

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📍 Rashidya , Dubai, United Arab  
Emirates

## Birth Date

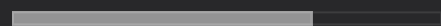
09.05.1994

## Nationality

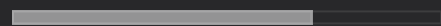
Indian

## LANGUAGES

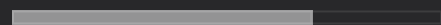
### Hindi



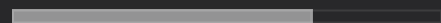
### Malayalam



### Tamil



### English



## SKILLS

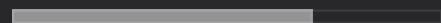
### MS Office



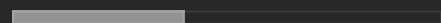
### Enterprise Systems



### Google Drive



### Accounting Softwares



## PROFILE

I am an enthusiastic individual, who enjoys working in a dynamic environment and pride myself on being able to bring a solution mindset to challenges. Currently looking for opportunities mainly relating to business analyst or research and development, and up for other challenging roles.

## EMPLOYMENT HISTORY

### Relationship Officer, RAK Bank

Dubai | 2017 November – 2018 July

- Meeting potential customers and attained existing client financial targets and generated new client base.
- Achieved certifications during training programs, the purpose of this training is to study the products and the policies that need to be followed in terms of dealing with customers.
- Maintained weekly commitments and oversaw administration of various client services.
- Created collaterals including marketing campaign materials.
- Coordinated sales activities with marketing executive team, which allowed me to come up with strategies that would help me generate more sales.
- Researched on end users insight function that will improve product development.
- Suggested new services/products and innovative sales techniques to increase customer satisfaction.

### Sales and Marketing Executive, Microhit Technology

Dubai | 2016 January – 2017 January

- Focused into unified communications and two way radio communications. Generated good leads for the company and also learned various aspects of the current technology market.
- Analyzed regional market trends and discover new opportunities for growth.
- Addressed potential problems and suggest prompt solutions.
- Achieved certifications from our major vendors. This helped me to be aware of the different brands of products we are dealing with and helps to give the customers options to choose from us according to their convenience.
- Handling overall office operations in Abu Dhabi, which enabled me to experience the other functions like research, marketing strategies, building network in a new market and analyzing the competitors.
- Attended conferences on product launch for: Unify, Polycom, Plantronics and ICOM. Developed different methods to market the products.

## **Administration Intern, International Telecommunication Union**

Dubai | 2018 October – 2020 November

- Ensuring registration formalities were followed.
- Worked closely with the creative and operations teams to oversee delivery of the solutions.
- Inspections were done to see if the conference rooms and auditoriums are set up prior to meetings.
- Prepared translated documents for the conference meetings.
- Coordinated with the TRA (Telecommunication Regulation Authority) in terms of daily activities and made sure there were daily reports submitted by end of the day.

## **Marketing Intern, Transport Regulation Authority**

Dubai | 2015 September – 2015 October

- Conducted surveys for the “Sheikh Hamdan Awards”
- Worked with a team of expertise in the marketing territory.
- Developed Marketing calendar and executed marketing plans periodically across all media formats.
- Monitored and developed reports on Competitor activity within Social Media Spaces.
- Engaged with customers to make them aware of the event.

## **Sales and Marketing Intern, Microhit Technology**

Dubai | 2014 June – 2014 September

- Managing the office and working with Marketing, Finance and Sales Team.
- Gained Knowledge on daily office administration and operations (Sales, Pre-sales & Marketing).
- Equipped myself with sales attitude from sales professionals in the telecommunication industry.
- Gained knowledge on business etiquette and been a part of high scale sales meetings.

## **EDUCATION**

### **Bachelors in Business Administration, Heriot Watt University**

Dubai | 2013 January – 2015 July

### **Cert. Level 3, Chartered Insurance Institute**

Dubai | 2019 December – Present

# **COURSES**

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## **Research Proposal: Initiating Research**

Dubai | 2020 June – 2020 July

- Determine possible market research constraints and be able to determine the appropriate questions to ask in the research planning process
- Assess the credibility and value of secondary research. Apply basic sampling theory to a given situation.
- Compose a professionally packaged research plan or proposal.

## **Quantitative and Qualitative Research**

Dubai | 2020 August – 2020 September

- Predict common pitfalls in designing and implementing quantitative research and a plan to avoid them.
- Design an effective questionnaire by applying best practices for writing questions and response options.
- Launch your survey to the target audience using a quantitative survey platform and get back results.
- Analyze a given set of data, perform basic calculations, and describe it with descriptive statistics.
- Explain limitations and risks of qualitative research.
- Create a moderator guide and design a screening questionnaire to recruit for a focus group.
- Demonstrate how to increase likelihood of focus group participation by effective recruiting strategies.
- Analyze focus group data and create a focus group report following common business practices in qualitative market research.

## **Research Report-Delivering Insights**

Dubai | 2020 October – 2020 November

- Synthesize research findings and develop insights
- Assess the changing roles of digital and traditional advertising
- Apply storytelling strategies in presentations
- Demonstrate effective presentation skills and deliver insights