



## **RESUME**

### **NIRAJ YADAV**

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### **PROFILE SUMMARY**

I am 29 years young and an energetic, motivated, ambitious person who has developed mature and responsible approach to any task that i undertake. I am a diploma in Health Assistant with 6 years of experience as Marketing and Sales Executive, I am good in working with other to achieve a certain objective on time and with excellence.

### **Qualification:**

<u>Course</u>	<u>Board / University</u>	<u>Institution</u>	<u>Year of Passing</u>
Health Assistances	CTEVT	Birendra Institute of Medical & Dental Technology	2013A.D.
School Leaving Certificate	Government of Nepal Ministry of Education	Gangotri English Boarding School Mahendranagar, Dhanusha, Nepal	2009A.D.
Bachelor in Hospitality management	Bolton University	Nest Academy of Management Education-Dubai Sport City, UAE	Running

### **Personal Details**

- Name : Niraj Yadav
- Parents : Suresh Yadav & Mina Giri
- Nationality : Nepal
- Religion : Hindu
- Gender : Male
- Marital Status : Unmarried
- Date of Birth : 14<sup>th</sup> Dec, 1991
- Passport Number : 10975408
- Date of Issue (Passport) : 24<sup>th</sup> June 2018
- Date of Expiry (Passport) : 23rd June 2028
- Place of Issue (Passport) : Nepal
- Language Known : English, Hindi, Nepali
- Visa Status : Student/Resident Visa
- Hobbies : Watching Movies, reading books, Listening songs, etc

## **Professional Summary:**

1. **Marketing and Sales Executives** at R.R. Laboratory Pvt. Ltd -20<sup>th</sup> June 2019 to July 2021.
2. **Marketing and Sales Executives** (Derma Sales Officer) at KLM Laboratories Pvt. Ltd. (25<sup>th</sup> June 2018 to June 2019).
3. **Marketing and Sales Executives** at Medicine Distributor Centre -1<sup>st</sup> April,2017 to 15<sup>th</sup> June 2018).
4. **Marketing and Sales Executives** at Prime Impex Pvt. Ltd-17<sup>th</sup> July 2015 to 18<sup>th</sup> March 2017

## **❖ Roles and Responsibility of Marketing and Sales Executives:**

- ✓ Preparing marketing and sales strategies.
- ✓ Designing and implementing marketing plans for company products.
- ✓ Coordinating with media representatives and sponsors.
- ✓ Working with the sales team to develop targeted sales strategies.
- ✓ Answering client queries about product specifications and uses.
- ✓ Preparing budget and time constraints.
- ✓ Maintaining client relations.
- ✓ Handling complaints of the clients.
- ✓ Negotiating the deals with the clients.
- ✓ Taking feedbacks from the clients.
- ✓ Creating and presenting sales performance reports.

## **Training & Licenses:**

- **PCL GENERAL MEDICINE-** Nepal Health Professional Council (NHPC)
  - Registration No: B-6641 Med GM
  - Date Of Issue- 8<sup>th</sup> Dec 2020 to 7<sup>th</sup> Dec 2025
- Basic knowledge of Computer Training.

## **Key and Skills**

- Polite and soft Nature
- Pleasant Personality
- Honest & Hardworking
- Dedicated & quick learner
- Able to work under pressure
- Ability to work in multicultural environment, Work independently.
- Loyal towards my work and duties.
- Friendly with Good Attitude.

## **Declaration:**

I do hereby declare that the above information given by me is true and correct to the best of my knowledge and belief. I also assure complete dedication & hard work towards the organization if provided opportunity.

**Niraj Yadav**