

RESUME



Mr. REJEESH PADIKKAL
Dubai, UAE
Mob: +971 559190780
E-mail Id- *rajeesh.padikkal@yahoo.com*

Objective:

To seek a satisfying career, where I can utilize the essential elements of my qualification, experience as a **Sales Executive**, personal skills and capabilities in a reputable organization which will offer me a chance to grow and allow me to be of service to the best of abilities and maximize my potentials to the fullest, which in turn will direct them towards the success of the organization. I had always met the target set by the Superiors which bestows me the confidence to carry out the job more efficiently & accurately, with added knowledge. I am fascinated to apply for this post, as I am willing to take challenging task meeting the deadlines set for the team.

Personal Information:

Name : REJEESH PADIKKAL
Age & Date of birth : 34 years, 30-05-1987
Gender : Male
Marital Status : Married
Nationality : Indian
Contact No. : +971 559190780
Languages Know : Hindi, English, Malayalam,

Educational Qualification:

- o B.Com (**Bachelor of Commerce(Calicut University)**)
- o **Plus Two (Kerala State Education Board, India)**
- o S.S.L.C

Computer Skills:

- PGDCA (Post Graduate Diploma in Computer Application)
- A+N+(Hardware & Networking Course Complete From Microsoft)
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Internet

Passport & License Details

- o Passport No. M73931089
- o License no. 3614760, Date of Expiry – 22/12/2025
- o Visa Status : Employment Visa

Core Competencies

1. Leadership & Team Work Ability.
2. Excellent Communication & Presentation skills.
3. Able to work under pressure & complete the assigned task with the expected time frame.
4. Taking Initiatives & accept responsibilities.
5. Hard Working & Self Motivated.
6. Readily accept challenges. Meet or exceeds all business objectives.
7. Able to handle multiple tasks and projects simultaneously.
8. Quick in absorbing and retaining new information and procedures.
9. Motivated self-starter, able to spark interest and take initiative.
10. Can work under pressure with minimum supervision.
11. Strategic and tactical planning.
12. Expert in planning & executing new products launches.
13. Experience in working in cross cultural work environments.
14. Identifies and pursues new business opportunities.
15. Competitor Analysis.
16. Team Building.
17. Key Accounts Management.
18. Profitability Improvements.
19. Training and staff development.

Work Experience:

M/s. Prima Gold LLC & Pink Panther Store L.L.C - (Oct 2010 to Till Date)

Designation: Out Door Sales Executive (Jewelry & Watches)

- 1) Directly interact with customers.
- 2) Ensure that receivables are followed up and collected based on due date.
- 3) Ensures to meet and exceed the monthly targets (>150,000 AED).
- 4) Ensures to add more customer accounts and expand the territory customers each month by 5 -10.
- 5) Prepare daily sales reports to territory manager and calculates achievement.
- 6) Liaison between the company and the Key Accounts
- 7) Ensuring that the product display, appropriate for each customer, are available for sale at all times.
- 8) Preparing recommended orders for the customers that optimize stock holding effectiveness, prevent out of stocks and at the same time ensure that the customer is not over stocked.
- 9) Ensuring shelf and warehouse stocks are correctly audited, rotated and that slow moving items are correctly handled.
- 10) Stocks are attractively and impact fully merchandised on all occasions.
- 11) Pro-active in selling and recommending merchandising changes that are well supported by POS and selling messages.
- 12) Managing the merchandising team.
- 13) Observe and report in detail on all significant developments relating to competitive activity.
- 14) Ensuring that all customer visits are prepared for in advance with clear and specific objective and that every call is a complete and effective call.

PISSAN SANITARY L L C U.A.E, SHARJAH-(2007 to 2010)

Designation: **General Accountant**

- Received and recorded invoices and arranged payments.
- Prepare and send invoices to debtors
- Maintain petty cash.
- Calculate and distribute wages and salaries.
- Preparing financial statements / debtors' listing & check customers' credit ratings

I would welcome the opportunity to speak with you personally to discuss how my background can benefit your company. You can contact me via phone or email. Thank you for your consideration. I look forward to hearing from you soon.

Declaration

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

Date:

REJEESH PADIKKAL