

DILEEP BABU

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ASSIGNMENTS IN SALES

PROFILE SUMMARY

Six year experience in Sales - UAE - To be excellent Sales professional making use of my skills and experience efficiently there by contributing to the growth of the company. Enjoying challenging briefs & able to work to an excellent standard under considerable pressure whilst presenting a positive image to colleagues. Commitment towards the process of continuous learning and growth. Commitment towards rendering a superior quality in terms of skills, Efficiency & sincerity to the employer. Efficient team player with high sense of responsibility. Well knowledge in accounting software Tally ERP9 and MS word and MS Excel.

AREAS OF EXPERTISE

- Business Development
- Technical Support
- Market Planning & Positioning
- KeyAccount Relationship Management
- Relationship Cultivation
- Building Alliance & Leadership
- Administrative tasks
- Sales team Building & Leadership

EMPLOYMENT DETAIL

January 2020 to August 2021 in Sagar Home Appliances –Kerala, India–Sales Coordinator

- Responsible for coordinating the flow of products or services to consumers
- Manage and Schedules of the sales team ,set sales goals and arrange meetings
- Acting as the primary contact for clients who have questions about accounts or products
- Maintaining the inventory of sales and coordinating with team.

January 2019 to December 2019 in Sharjah International Airport free zone (7em Consulting)

Consultant

- Ensuring excellent customer service delivery at all times
- Visa and company setup documentation process smoothly and ensure complete process.
- Providing clear, timely and effective management information to senior managers
- Maintaining up -to- date knowledge from government sides
- Answer inquires client have, providing information clearly and accurately.
- Increasing the exposure for the organization's product and services.

July 2013 To 15.12.2018 in Tasc Outsourcing company LLC,Dubai–Lg Electronics Gulf -Sales Promoter for five years and six months (Television and Audio equipment)

- Responsible meeting potential customers so as to win new business
- Present ,promote and sell products /services using solid arguments to existing and prospective customers
- Maintaining good relationships with existing customers and gaining repeat business wherever possible
- Planning product range and preparing sales and stock plans in conjunction with buyers demand.
- Strong Knowledge of channel sales management and direct sales principles and practices.
- Dealing with customers of various nationalities which include promotions, gifts, discounts, extended technical support etc.
- Managing customer centric operations and ensuring customer satisfaction by achieving delivery time lines and service quality norms ,giving presentation and demonstration to customers.
- working closely with visual display staff and department head to decide how goods should be displayed to maximize customer interest and sales.
- Increased market share by evaluating the number of display

September 2009–To May 2013 with Muthoot Finance Ltd - India – Accounts Assistant

- Support Executive staff with scheduling travel arrangements and document coordination
- Maintaining positive business relationship to ensure future sales and sales support.
- Dealing with customer issues and Gold Loans, Foreign inward money transfer services, Insurance broking, home loans, personal loans, collection services.
- Developing overall promotional strategies, Efficient in financial dealing with the customers.
- Prepare and update business reporting as requested by the supply Chain team and managers by Consolidating, analyzing and forwarding daily action summaries.

July 2008 to August 2009 with Hari Kumar Associates- CAFirm-Kottarakara -Kerala-Accounts Trainee

- well experienced in keeping systematic data processing of financial and inventory books of Accounts up to Audit finalization
- keeping books of Accounts systematically and using Tally Accounting software and also in M S Word and M S Excel.
- Bank fund monitoring, projecting cash flows and Customers follow –up ,Suppliers payment ,sales tax and Service tax formalities.
- Efficient in financial dealing with the customers and external sources

EDUCATION

- **M Com** from Madurai Kamaraj University
- **B Com** From University of Kerala

PERSONAL DETAILS

UAE Driving License No	3582915
Marital Status:	Married
Date of Birth:	12 th December1984
Passport No.:	R 2 4 1 9 5 7 5 (20 th Feb 2027)
Linguistics:	English, Hindi, Malayalam
Nationality:	Indian-Kerala
Visa Status:	Visit Visa
Date	