



ABI MATHEW

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Address: Al Khail Gate, Al Quoz, Dubai, UAE

11 Years' Experience in Van sales cum Driver and Sales Executive

PERSONAL INFORMATION

Date of Birth: 26.09.1989

Nationality : Indian

Gender : Male

Marital Status: Single

Visa Status : Visit Visa

PASSPORT DETAIL

Passport No : Y8526104

Date of Issue: 06.10.2023

Date Of Expire: 05.10.2033

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFESSIONAL SKILLS

- Communication skills
- Problem solving
- Sales software proficiency.
- System Knowledge
- Ms Office
- Product knowledge.
- Active listening.
- Setting goals.
- Organization.
- Time management.
- Strategic thinking.
- Team Work.
- Multitasking

CAREER OBJECTIVE:

Highly energetic and driven van sales cum driver and sales executive constantly achieves revenue targets, exceeds client networks, and accomplishes company objectives with exceptional communication, interpersonal, and leadership skills. Manages zones with a structured and effective strategy to capture new clients to maximize growth opportunities. Follows up diligently on all leads and customers with professional and keen analytical abilities to generate new income streams.

Keen to find a challenging position within an ambitious company where I will be able to continue to increase my work experience & develop my abilities.

EDUCATIONAL QUALIFICATION:

- Bachelor Science (Medical Laboratory Technology) Studied at The Vinayaka Missions University, in July 2010
- Higher secondary studied at NSV Higher secondary School in 2007
- SSLC Studied at Boys Higher secondary school In 2005

WORK EXPERIENCE:

- **SALESMAN CUM DRIVER**
MALIKAVEETIL AGENCIES
Duration: Sep 2015 To Oct 2023

DUTIES AND RESPONSIBILITIES

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Contacting potential and existing customers on the phone, by email, and in person.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

- **SALESMAN CUM DRIVER**
JAYANTHY AGENCIES
Duration: Aug 2012 To Aug 2015

- **CLINICAL LAB TECHNICIAN**
TRAVANCORE MEDICAL COLLEGE
Duration: Oct 2010 To Oct 2011

DUTIES AND RESPONSIBILITIES

- Cleaning and sterilizing equipment and glassware.
- Maintaining and calibrating testing equipment.
- Collecting blood specimens from clients using venipuncture, finger sticks, and heel sticks.
- Storing and labeling specimens effectively.
- Following standard laboratory procedures and formulas to prepare stains, reagents, and solutions.
- Employing manual and automatic equipment to prepare specimens, and to conduct analysis.
- Referring compliance issues and other complaints to client relations specialists.
- Complying with company policies and procedures, and relevant laws and regulations.
- Maintaining records of tests and communicating results to relevant parties.
- Safeguarding data and maintaining patient confidentiality.

PROFESIONAL SKILLS:

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & my Experience.

ABI MATHEW