

# ANTONY GEORGE

## Account Executive

Results-driven Account Executive with a proven track record of cultivating and managing client relationships to drive revenue growth. Proficient in strategic account planning, sales negotiations, and cross-functional collaboration. Skilled in market analysis, CRM utilization, and compliance adherence. Experienced in preparing financial statements, reconciling ledgers, and resolving client queries promptly. Adept at coordinating with internal departments to ensure seamless service delivery and client satisfaction.

## WORK EXPERIENCE

### ACCOUNT EXECUTIVE

Oct 2022 - May 2024

Capeline Shipping LLC PVT LTD | Cochin, **India**

#### Responsibilities:

- Managed client accounts, ensuring timely communication and addressing inquiries promptly.
- Developed and maintained strong relationships with key clients, facilitating repeat business and fostering loyalty.
- Executed strategic account planning to identify growth opportunities and maximize revenue potential.
- Prepared and presented sales proposals and contracts, negotiating terms and closing deals effectively.
- Collaborated with cross-functional teams to coordinate logistics and ensure seamless delivery of services.
- Conducted market research and analysis to identify trends, competitive threats, and opportunities for expansion.
- Utilized CRM software to track customer interactions, manage pipelines, and generate accurate sales forecasts.
- Provided exceptional customer service, resolving issues and addressing concerns to ensure client satisfaction.
- Maintained up-to-date knowledge of industry regulations and compliance requirements.
- Prepared regular reports on sales performance, market trends, and client feedback for management review.
- Prepared principal Statement of Account (SOA) for multiple principals on a monthly basis.
- Reconciled Accounting party ledgers and ensured accuracy.
- Coordinated with various departments and organized supporting documents efficiently.
- Addressed queries from multiple principals promptly and professionally.
- Followed up with principals to close SOA on a timely basis and pursued payments diligently.
- Passed Vessel Dispersal Journals (VDJ) and reconciled them with SOA.
- Generated outstanding reports to monitor and manage accounts effectively.



## CONTACT

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📍 Dubai, **UAE**

## CERTIFICATIONS

- **RMI - Risk Management Intelligence**

## KEY SKILLS

- Account Management
- Client Relationship Management
- Strategic Planning
- Sales Negotiation
- Cross-functional Collaboration
- Market Analysis
- Financial Statement Preparation
- Ledger Reconciliation
- Customer Service
- Communication Skills
- Problem-Solving
- Time Management
- Attention to Detail
- Compliance Knowledge
- Report Generation

## COMPUTER KNOWLEDGE

- **Ms Excel**
- **Microsoft Outlook**

SALES EXECUTIVE

Nov 2019 - Oct 2022

Bluechip Corporate Investment Centre PVT LTD | Cochin, India

Responsibilities:

- Proactively generated leads and drove sales growth in Mutual funds, Fixed deposits, Life & Health Insurance.
- Conducted market analysis to identify trends and potential clients.
- Achieved sales goals by cultivating new customer relationships.
- Analyzed sales data to set realistic goals and strategies.
- Coordinated with departments for seamless issuance of financial products.
- Built strong client relationships, providing tailored solutions.
- Presented product demonstrations and negotiated contracts.
- Collaborated with internal teams for smooth sales execution.
- Utilized CRM software for lead management and forecasting.
- Attended industry events to expand client base.
- Provided ongoing support and addressed client inquiries.
- Stayed updated on industry trends and regulations.
- Prepared sales reports for management review.
- Conducted follow-ups to drive repeat business.
- Ensured compliance with company policies and regulations.

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

ANTONY GEORGE

EDUCATION

- **Post Graduate Diploma in International Business Operations**  
Indira Gandhi National Open University, Cochin, Kerala, India | June 2024
- **Master of Commerce (MCom)**  
Indira Gandhi National Open University, Cochin, Kerala, India | June 2024
- **Master of Commerce: Accounting And Taxation**  
Indira Gandhi National Open University, Cochin, Kerala, India | July 2020
- **Bachelor of Commerce: Accounting and Taxation**  
Indira Gandhi National Open University, Cochin, Kerala, India | July 2016 to June 2020
- **Common Proficiency Test (CPT - CA) : Financial Accounting**  
The Institute of Chartered Accountants of India, Cochin, Kerala, India | Dec 2019 to June 2020
- **Higher Secondary Education**  
St. Albert's E.M.H.S.S , Ernakulam, Kerala | 2014 June - 2016 March
- **SSLC**  
St. Jude's E.M.H.S.S  
Ernakulam, kerala | 2013  
June- 2014 March

LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 18/05/1998
- Passport No : B6377102
- Expiry Date : 15/10/2033