

**ABHILASH PK**

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**CAREER OBJECTIVE**

Motivated Sales and Admin professional seeking new to challenges to drive sales with customer-oriented communication and service. To work in challenging environment that utilizes my education, professional skills and offers opportunities to keep pace with the moving trends and tastes of business and finance world

**SKILLS**

- Ability to maintain favorable public relations.
- Ability to solve problems and make decisions.
- Ability to communicate effectively.
- Maintain client relations.
- Ability to prioritize multiple tasks in order to meet schedules.

**WORK EXPERIENCE****Indian Postal Service – Central Government India – Kerala**

From 05/2019 to 05/2023

Position held: **Office Clerk****Responsibilities: -**

- Meet and greet customers and give a good impression of the Post Office.
- Sell financial and retail products and services to meet targets.
- Sell stamps and deal with letters and parcels.
- Pay out pensions and benefits.
- Accept bill payment.

**Orion Beach Resort – Kovalam , Trivandrum ,Kerala**

From 01/2017 to 03/2019

Position held: **Resort Manger****Responsibilities: -**

- Manage budgets and analysis financial information.
- Record and monitor accommodation statistics.
- Manage recruitment and training of staff.
- Organize and oversee building maintenance.
- Oversee security of property, staff and guest.
- Deal with customer comments and issues.
- Ensure licensing laws and other regulation are followed strictly.

**Outsight landscaping – (2016-2017)**Position held: **Sales Executive****Responsibilities: -**

- Answer and respond to customer services requests and inquiries
- Manage large amounts of incoming phone call
- Identify and assess customers' needs to achieve satisfaction
- Meet personal/customer service team sales targets and call handling quotas
- Follow communication procedures, guidelines and policies
- Build sustainable relationships and trust with customer accounts through open and interactive communication

### IT SKILLS

Well versed with:

- MS Office (Excel, Word).
- Internet Applications.
- CCNA -Cisco Certified Network Associate

### ACADEMIC DETAILS

- B Tech (Bachelor of Technology)
- SSLC ( Board of Public Examination, Kerala)
- Plus two (Board of Higher Secondary Examination, Kerala)

### MY STRENGTH

- Good communication skill with problem solving and analytical abilities.
- Intellectual with a strong commercial acumen
- Lead, motivate and develop the team to achieve objectives.
- Competent to work successfully as an individual and also in a team.
- Ability to deal with people of all levels.
- Punctual, hardworking, convincing and friendly.
- Can work under pressure and meet deadlines.

### PERSONAL DETAILS

Date of Birth: 31/05/1992  
Nationality: Indian  
Marital Status: Married  
Passport No.: X9587228  
Visa Status : Visit Visa  
Languages Known: English, Hindi, Malayalam, and Tamil

I hereby declare that the above information is complete to the best of my knowledge

Yours faithfully  
Abhilash PK