

ARUN RAJENDRAN



Contact

Address:

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Personal Details

- GENDER: MALE
- AGE & DOB: 30, 08-08-1992
- MARITAL STATUS: MARRIED
- VISA STATUS: RESIDENCE VISA
- PASSPORT:X4072573
- DRIVING LICENSE:2941685
- NATIONALITY: INDIA

Languages

English
Hindi
Malayalam

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and Challenges.

Skill Highlights

- Business Development
- Strong decision maker
- Communication Skills
- Leadership
- Data Entry
- Self-motivated and driven by targets
- Time Management
- Service-focused
- Inventory Control

Experience

Store Keeper – September-2015 to September 2017
Al Adrak Trading& Contracting LLC, Muscat, Oman

- Managing warehouse in compliance with company's policies and vision.
- To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness.
- Maintain stock records using manual or computerized systems.

Sales Executive – November-2017 to January 2020
Neendoor Trade links (Footwear Distribution), Kattappana, Kerala

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Monitor accounts to identify outstanding debts and contact clients to ask about their overdue payments.

Sales Officer – February-2020 to December 2022

HDFC BANK LTD, Kattappana, Kerala

- Proactively identify sales prospects and conduct business development activities in the geography assigned Follow up on new leads and referrals to generate business.
- Achieving the monthly sales targets assigned for various products and services.
- Follow the various internal guidelines and procedures of the bank.
- Ensure customer satisfaction through regular engagement and Resolve customer queries/issues and facilitate customer service.

Education

Bachelor of Science: **Electronics** – 2014, College of Applied Science (IHRD), Kattappana **Affiliated to MG University, Kottayam**