

Curriculum Vitae



JABIR RAYIN KAITHAKKAL

**MARKETING &
SALES**

ADDRESS

NAJDA STREET – ABU DHABI
United Arab Emirates
Contact
PHONE:
+971 50 481 0802

EMAIL:

jabirkaithakkal@gmail.com

PERSONAL DATA

Gender - Male
Date of Birth May 02, 1986
Marital Status – Married
Visa Status – Visit Visa

LANGUAGES

ENGLISH
ARABIC
HINDI
MALAYALAM

Objective

A position that I can pursue a highly rewarding career in challenging work environment where I can efficiently utilize my skills / knowledge and achieve high professional growth through continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world

Skill & Personality

Strong communication, prioritization, organizational & interpersonal skills. Polished, eager to learn and be challenged, capable to handle multi tasks, take initiative to solve problems. Ability to work under pressure as well as a team member in a positive and collaborative manner. Have a strong sense of motivation. Flexible approach to tasks and be prepared to take additional responsibilities. Demonstrative ability to work accurately and following instructions / schedules / timelines and handle multiple priorities. High level computer literacy and strong skills in marketing and sales. All these abilities make me a versatile professional.

Professional Experience – 15 Years

M/s. ELIXIR MANAGEMENT CONSULTANCY – ABU DHABI - UAE

Marketing & Sales
(November 2021 to March 2024)

Duties & Responsibilities

- Promoting the company's existing brands and introducing new products to the market.
- Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.
- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Gathering, investigating, and summarizing market data and trends to draft reports.
- Implementing new sales plans and advertising.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.

ACCADAMIC QUALIFICATION

Higher Secondary
Education(H S E) 2004
Government of Kerala, India

Secondary School Leaving
Certificate (S S L C) 2002
Board of Examination Kerala
-India

SYSTEM EXPOSURE

Diploma Computer Automation

Expertise in MS packages such as
MS Excel, Word, Power Point,
Access and outlook.

Working extensively on Internet
Browsing and Email support.

VALID UAE DRIVING LICENSE

Issue Date: 10/04/2018

Expiry Date:

11/03/2025

M/s. Dhabi Contracting LLC – Abu Dhabi - UAE

Document Controller
(October 2016 – October 2020)

Duties & Responsibilities

- Organize, manage and control the project documentation.
- Handle all the documentation of the Project, log, circulation/ distribution, archiving & filing of documents properly.
- Tracking & auditing of documents and follow-up of documents required on priority. Preparation and distribution of weekly document tracking registers.
- Prepare & handle all inward & outward Correspondence with Developer, Client, Consultant, Contractor, Sub-contractors and other parties on the project using IMPACT.
- Establish, maintain & operate an effective, reliable & efficient filing system and keep the record of all documents, drawings & electronic copies.

M/s. AUTO IMPEX Car Accessories – Kerala - INDIA

Sales Executive
(March 2010 – August 2016)

M/s. Nestle Good Food Good Life Int'l

Kottakkal, Kerala, India.
Sales Representative.
(January 2008 – January 2010)

Strength

- Strong analytical and quantitative skills (i.e. financial and data analysis).
- Strategic orientation and thinking ability.
- Flexible & Hardworking
- Ability to communicate ideas (Written and verbally) clearly and concisely.
- Excellent interpersonal skills, to actively participate in developing and maintaining productive client relationships.
- Demonstrated proficiency in the assessment of unstructured business problems

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

JABIR KAITHAKKAL