

JIBIN JOSEPH

Sales Executive

A professional with specialization in Sales with **4 years** of experience. Good verbal and written communication skills in English, self motivated and enthusiastic, proficient in MS Office Applications. I would welcome an opportunity to consolidate and expand this quest for knowledge and in the process, develop method sand solution resulting in improved, efficient and effective work process. My academic background, leadership skills, ability to work in group and analytical skills will definitely be an additional advantage.



Address

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Driving License Details

License No. 259071
Place of Issue - Ras Al Khaima
Date of Issue - 23-03-2023
Date of Expire - 22-03-2025

Language Literacy

- English
- Hindi
- Malayalam

Date of Birth: 24th April 1993

Marital Status : Married

Vibgyor Metal. L.L.C.

January 2021 to Till now

Sales Executive.

- » Create and develop sales strategies to meet the sales target.
- » Generating leads and reaching out to prospects.
- » Contacting customers over calls, emails and even in person.
- » Handling and resolving client's queries and complaints.
- » Preparing and drafting proposals and quotes.
- » Carrying on the sales process using Zoho books software.
- » Creating and maintaining customer relationship management data.
- » Taking part in management and team meetings.
- » Achieving monthly sales targets.

SYDNEY METAL TRADING LLC

September 2018 – December 2020

Sales and Accounts

- » Contacting potential customers through phone calls and e-mails.
- » Took order of steel materials and quote through e-mails.
- » Contact new and existing customers to discuss with their needs.
- » Negotiate prices and terms and prepare sales agreements.
- » Setting up meetings with potential clients and listening to their wishes and concerns
- » Collaborating with team members to achieve better results.
- » Maintaining inventory stocking procedures.

Computer knowledge

- MS Office
- Excel
- Zoho Books
- Tally

Strengths

- Self motivated.
- Interpersonal and analytical skills.
- Ability to work as a part of a team.
- Always have an eye on process improvements.
- Good leadership and communication skills.
- High adaptability.
- Perseverance and Integrity to Work.
- Optimistic.

Education

- 2014-2016 MBA Marketing & Finance, University Of Kerala.
- 2011-2014 B. Com with Computer Application, Kannur University.
- 2010-2011 Plus Two Commerce, Board of Kerala
- 2009-2010 SSLC, Board of Kerala

- » Invoice processing
- » Accounting of cash and bank transactions.
- » Handling daily reports and month end activities.
- » Receipts and payment entries.
- » Preparation of payroll inputs- Incentives, overtime, bonus and other employee claims
- » Reconciliation of debtors and creditors.
- » Provide technical support and advice on management.

Sai Service India Ltd May 2017 – June 2018

Sales Executive

- » Handled the task of dealing with customer queries.
- » Responsible for taking appointment for different customers.
- » Handled the task of promoting products and services of the organization.
- » Process inquiries by phone, fax, email and personal visit in relation to company business.
- » Meet customers on our promises to discuss their requirements and ensure customer satisfaction.
- » Responding to customer queries and resolving their objections to get them to make a purchase.
- » Gathering market and customer information to figure out the customer needs.
- » Inspecting inventory in stock and quality of the product on display.
- » Seek new opportunities through networking, phone calls and social media channels.

Declaration

I hereby declare that the above information's is true and best of my knowledge and belief.

Jibin Joseph.