

CONTACT

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UAE

EDUCATION

B. A ECONOMICS | 2016 - 2019
- M G University

CERTIFICATIONS

- BA ECONOMICS
- HEDGE
- Diploma in Personal Training
- Certified Bodybuilding Coach
CPR &AED certified

COMPUTER PROFICIENCY

MS Office Suite ★★★★★
SAP ★★★
Excel & Email / / ★★★★★

AREAS OF EXPERTISE

- Sales Target Achievement
- Client Relationship Management
- Market Trend Analysis
- Negotiation & Deal Closure
- Order Processing & Coordination
- Sales Reporting
- Document Control & Compliance
- Version Co ntrol & Documentation
- Accuracy
- Document Security & Confidentiality
- Filing Systems & Efficiency Gym
- Operations Management Fitness Pro gram Design Client Safety & Wellness

LANGUAG ES KNOWN

English ██████████
Hindi ██████████
Tamil ██████████
Malayalam ██████████

KANNAN K S

PROFESSIONAL SUMMARY

Versatile and results-driven professional with expertise in Sales, Document Control, and Fitness Management. Demonstrated success in exceeding sales targets, building strong client relationships, and implementing effective sales strategies to drive business growth. Skilled in organizing and managing documents, ensuring compliance with industry regulations, and improving workflow efficiency..Proven ability to streamline processes, ensure accurate version control, and maintain the integrity of documentation. Experienced in leading gym operations, managing teams, and delivering personalized fitness training programs to help clients achieve their wellness goals. Adept at problem-solving, negotiation & process optimization, with a focus on continuous improvement and achieving organizational objectives.

KEY SKILLS

Leadership quality

Leadership quality

Team player

Time Management

Attention to Detail

Analytical skills

Communication Skill

Inter personal skills

Data Management

WORK EXPERIENCE

- RECEPTION & Customer service | 2023– 2024
Al barsha, Barsha1, Dubai
- Assistant Manager @ KOTAK BANK 2021- 2022
Kotak bank, pathanamthitta, KERALA
- Relationship officer |2020 - 2021
Muthoot Finance Pvt. Ltd/ Kerala
- Fitness Trainer/Gym Manager| 2019-20
Fight fitness

Key Responsibilities as Document Controller

- Manage the organization, storage, and retrieval of physical and digital documents in compliance with company standards and industry regulations.
- Ensure effective version control and accurate documentation of revisions maintaining up-to-date record
- Implement efficient filing systems to streamline document access and improve document retrieval efficiency.
- Oversee the distribution of documents to relevant stakeholders, ensuring timely and secure access to critical information.
- Ensure compliance with internal standards, quality control guidelines, and regulatory requirements for all documentation.
- Track the status of documents, including approvals and revisions, ensuring deadlines and timelines are consistently met.
- Safeguard confidential information and manage document security in alignment with company confidentiality policies.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

ACHIEVEMENTS

- Achieved the title of Mr. Pathanamthitta 3 Three times.
- Won the Power lifting Competition in 2021.
- Hedge Equity certified

PERSONAL DOSSIER

Gender : Male :
Date of Birth 09/09/1998

REFERENCE

- Available upon request

Key Responsibilities as Sales Executive

- Achieve sales targets by engaging with customers, generating leads, and implementing strategic sales plans.
- Develop and nurture strong client relationships to increase customer retention and identify new business opportunities.
- Stay current on product features, benefits, and market trends to deliver compelling value propositions to clients.
- Conduct persuasive sales presentations, negotiate contracts, and close deals to drive revenue growth and meet organizational goals.
- Analyse competitor products and market trends to refine sales strategies and improve market positioning.
- Process customer orders, ensuring accurate order entry, timely fulfillment, and effective coordination across departments.
- Maintain detailed sales records, track customer interactions, and provide regular sales reports to management.

Key Responsibilities as Gym Manager

- Manage daily gym operations, ensuring optimal performance of services, equipment, and facilities.
- Recruit, train & supervise staff including personal trainers & receptionists to ensure high-quality service.
- Develop and implement member retention strategies to enhance customer satisfaction and engagement.
- Oversee equipment maintenance and facility upkeep to comply with safety regulations.
- Manage budget, control expenses, and implement pricing strategies to maximize profitability.
- Execute marketing campaigns to attract and retain members via social media and promotions.
- Ensure full compliance with health, safety, and regulatory requirements.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

KANNAN KS