



KARTHIK ASHOK SALES COORDINATOR

OBJECTIVE

To pursue a career where I can contribute to the organizational goals thereby simultaneously acquiring new skills and contributing constructively with the fullest utilization of my knowledge and technical experience toward the strength and growth of the organization.

PERSONAL DOSSIER

Phone: +971 588373561

Email: Karthikashok33179@gmail.com

Address: AL Karama, Dubai

Nationality: Indian

Marital status: Single

Date of Birth: 20/09/1999

Religion: Hindu

Passport no: V0860417

Visa Details: Visiting Visa

CERTIFICATION

- Digital Marketing
- PGPM

HOBBIES

Reading, Playing, Volunteering, Learning

WORK EXPERIENCE

- **Sales and Marketing Coordinator (June 2020 to June 2021)**
Meenu Agro Enterprises
 - Setting and achieving sales targets and goals as defined by the sales management or company
 - Aid the sales team with administrative tasks, Proposal creation and customer communication to streamline the sales process.
- **Accounts Executive (June 2023 to December 2023)**
Sree Narayana Nidhi Ltd:
 - Maintained accurate and up-to-date financial records, ensuring compliance with accounting standards and regulations.
 - Conducted financial analysis to support management decision making, identifying trends and recommending strategies for improvement.

EDUCATION

Amity Global Business School Kochi

Graduated MBA from AMITY Global Business School, Kochi (2021-2023)

Baselius college Kottayam

Graduated with a Bachelor of Business Administration (2017-2020)

SKILLS

Personal Skills: Creativity, Confident, Responsible, Innovative, Adaptable, Communication skills.

Technical Skills: MS Excel, MS Word, MS PowerPoint, SPSS.

Communicative Skills: English, Malayalam, Tamil, Hindi

PROJECTS

Done a project on the topic of "Gold as an investment option and as a hedging tool analysis" at Hedge equities ,Kochi.

A study on Employee motivation and empowerment at Kottayam integrated powerloom industrial co-operative society.

DECLARATION

I do hereby declare that the above information provided is true to the best of my knowledge and belief.