

Organized and dependable candidate successful at managing multiple priorities and a recent PGDM graduate with more than one year of experience in sales and administration. To seek and maintain full-time position that offers professional challenges utilizing my skills for mutual success and growth.

Work History

2023-09 -
2024-08

Sales and Admin Executive

Panashi Technology Solutions , Kerala , India

- Participated in the preparation and delivery of sales presentations and product demonstrations to prospective clients.
- Assisted in developing and executing sales strategies to promote kiosk machines to potential clients.
- Conducted in-depth market research to identify emerging trends and customer needs, leading to the development of a new sales strategy that increased product sales by 20% within 6 months.
- Supported the creation and distribution of marketing materials, including brochures, email campaigns, and social media content.
- Utilized social media platforms (Instagram, Facebook, LinkedIn) and scheduling tools to increase online visibility and engage with the target audience.
- Provided administrative support to the sales team, including preparing sales reports and tracking sales performance.
- Lead full-cycle recruitment processes, including job postings, CV screening, interviewing, and final selection

2023-06 -
2023-08

Management Trainee - Sales

Homesfy Realty Ltd, Bangalore , India

- Successfully managed a portfolio of over 50 clients, leading to a 20% increase in client retention and satisfaction.
- Responded to emails and other digital correspondence, maintaining prompt and professional communication.
- Supported the preparation and presentation of sales proposals to prospective buyers and investors.
- Engaged with potential clients through phone calls, emails, and site visits, providing detailed information about available properties.
- Assisted in maintaining and updating the customer relationship management (CRM) system to track leads, client interactions, and follow-up activities.



Contact

Address

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Skills

Sales Techniques

Negotiation

Lead qualification

Client management

Business development

Talent acquisition

Onboarding

Administrative support

Interviewing skills

Microsoft office

Customer Relationship

Management

Client Management

Customer Service

Data Entry

Critical Thinking

Time Management

Attention to Detail

Task Prioritization

Excellent Communication

Team Collaboration

Video creation and editing

Social media management

Sales Presentation

- Collaborated with the marketing team to develop promotional materials and campaigns to attract potential buyers.

Education

2021-2023	Post Graduate Diploma in Management: PGDM/MBA - Marketing and Logistics (Approved by AICTE). <i>Atlas Ideal International College Powered By Sunstone Eduversity - India</i>
2017-2020	Bachelor of Business Administration Degree: BBA <i>Calicut University - India</i>

Internship

Internship (Academic purpose) Panashi FZCO Dubai, UAE. | Sep - Oct 2022

Internship (Academic purpose) Eastern condiments pvt. Ltd. | Dec 2019-Jan 2020

Certifications

Digital marketing Foundation
B2B Content Marketing
Strategy: SEO Writing

Product Promotion
CRM Management
Sales Support
Research & Reporting
Multitasking & Time Management

Languages

English

Malayalam

Hindi