

P C HENAL

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

Dubai United Arab Emirates

Phone

+971 50 234 7139

E-mail

pchenal535@gmail.com

LinkedIn

www.linkedin.com/in/pchenal71

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).**

Atlas Ideal International College Powered By Sunstone Eduversity - India

2017-2020 **Bachelor of Business Administration Degree: BBA**

Calicut University - India

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