

RANJITH KUMAR KANTANI

Office Admin, Sales, and Marketing Executive

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Summary:

- Driven and highly motivated Sales Executive with a proven track record of exceeding sales targets and building long-lasting client relationships.
- Skilled in prospecting, negotiating, and closing deals, with expertise in identifying new business opportunities and understanding client needs.
- Adept at creating tailored sales presentations, managing customer accounts, and driving revenue growth across diverse industries.
- Strong communicator and team player, committed to delivering exceptional customer service and contributing to overall business success.

Professional Experience:

Goldmark Mideast General Trading LLC (Sales and Marketing Executive): 2023 - currently working (UAE)

Sales & Marketing Roles and Responsibilities

- Present products or services to clients, highlighting key benefits and solutions.
- Develop customized proposals, negotiate terms, and close sales deals.
- Meet or exceed monthly, quarterly, and annual sales target.
- Track progress and report on sales performance.
- Build and maintain strong relationships with key clients and partners.
- Follow up with existing clients for feedback, repeat business, and upselling opportunities.
- Manage day-to-day office operations, including organizing schedules, meetings, and appointments.
- Provide administrative assistance to managers and staff as needed.
- Answer phone calls, respond to emails, and handle office correspondence.
- Coordinate internal communications, meetings, and events
- Input and update data into databases and systems accurately.
- Handle client inquiries and route them to appropriate departments or individuals.

Flipkart (Delivery Executive & Hub In charge): 2021 – 2022 (India)

Papermill Industry (Office Assistant): 2018 – 2020 (India)

Eureka Forbes (Sales & Marketing Executive): 2016 – 2017 (India)

Skills:

- Product knowledge, Client acquisition and retention.
 - Goal setting and forecasting
 - Written and verbal communication
 - Self-motivation
 - Organization
 - Time management
 - Attention to detail.
 - Office administration, Data Entry, Data base management.
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Education:**Diploma in Mechanical Engineering**

GODAVARI INSTITUTE OF ENGINEERING & TECHNOLOGY, SBTET (2012 – 2015)

Secondary School Certificate (SSC)

GOWTHAM MODEL SCHOOL, S.S.C – 2012

Personal Details

- Date of Birth: 31 august 1997
- Nationality: Indian
- Marital Status: Single
- Languages Known: English, Telugu, Hindi

Passport Details:

- Passport No: T0942714
- Date of Issue: 06/06/2019
- Date of Expiry: 05/06/2029
- Visa Status: Employment Visa