

**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.
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**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)

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**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

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**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