



# RAJESH RAJAN

## CONTACT

+971525062285

rdrajeshm@gmail.com

Abudabi,UAE

## SKILLS

- Communication Skill
- Management
- Customer relationship Management
- Buisness Develepmen
- Client acquisition and retention.
- Customer Experience
- Hard working & Honest
- Complete Targets On Time
- Capable Of Working Under Pressure

## COMPUTER SKILL

- Data - Entry
- MS Office and Word
- Google Apps
- Other Basic Computer Knowledge

## PROFILE

I am a versatile professional with a strong background in marketing, Sales, customer relations . I excel in developing marketing strategies, nurturing customer relationships, and efficiently handling data. My sales expertise includes driving strategies and maintaining accurate records across diverse retail locations. Additionally, I have experience operating various machines and specialized knowledge in SCP and lamination/punching machines, making me a valuable asset with a proven track record across multiple roles.

## PROFESSIONAL EXPERIENCE

### Marketing Executive

HINDUSTAN UNILEVER, Kerala, Ind

May 2022- June2023

- Conceive and develop efficient and intuitive marketing strategies
- Educate customers on how products or services can benefit them financially and professionally
- Build relationships with customers.
- Travel throughout the territory and visit customers on a recurring basis.

### Collection Executive

Muthoot Fincorp, Ind

Feb 2021 - Apr 2022

- Monitor accounts on a daily basis
- Take actions in order to encourage timely payments
- Contact clients and discuss their overdue payments
- Prepare and present reports on collection activities and progress

### EDP Incharge & Asst. Supervisor

UNITED PLASTIC CARD,Saudi Arabia

Mar 2014 - Mar 2020

- Entering and Processing Data
- Handling Data and Preparing it
- Monitoring the team Performance and the production
- Following Up with client
- Communicate with third party logistics service providers to ensure proper day to day delivery
- Supervising & Maintaining our printing and insertion systems on various projects

## EDUCATION

- Higher Secondary (12th)
- High School (10th)

## PERSONAL INFO

- Nationality : Indian
- Gender : Male
- Age/DOB : 35 yrs - 10/05/1988
- Status : Visit Visa

## PASSPORT DEATILS

- Passport No : R6683687
- Date of Issue : 08/05/2017
- Date Of Expiry : 0705/2027
- Place Of Issue : Trivandrum

## LANGUAGES

- English
- Arabic
- Hindi
- Malayalam
- Tamil

## DECLARATION

I here by declare that all above information true and correct.

## Mechine Operator

UNITED PLASTIC CARD , Saudi Arabia

May 2013 - Mar 2014

- Operator for milling and embedding machines
- Operator for glue tape lamination machines
- Operator for various types of SIMs plug-in punching machines
- Operator for various types of thermal printing and encoding machines
- Assistant machine operator in the Perso department, specializing in SCP machines
- Assistant machine operator in the Finishing department, specifically operating lamination and punching machines

## Back Store In-charge

LULU Hyper Market, Saudi Arabia

Aug 2011 -Dec 2012

- Receives and inspects all incoming materials
- Track, document, and resolve any discrepancies on received orders
- Responsible for stock rotation and coordinate the disposal of surpluses
- Inventory Mangement

## Sales Man

Al Nazer computer sales & Accesories , Saudi Arabia

Jun 2010 - July 2011

- Showing the customer the features and benefits that support customer needs to be established during the qualifying process.
- Described product to customers and accurately explained details and care of merchandise.
- Maintaining all sales, inventory and auditory record accurately, working closely with department managers.

## Cosmetics Sales

A R Traders ,IND

July 2008 -May 2010

- Buy products from manufacturers or brokerage firms and distribute them to retail clients.
- Responsible for driving the sales for all shop doors along with high volume and visible locations
- Initiate sales strategies to bring sales awareness to all shop locations