



# Theja Prakash

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📍 24 building, Damascus 3, Al Quasis, Dubai    📅 26/12/1995    🇮🇳 India

💍 Married    ♀ Female

Having a solid background in both sales executive roles and office administration. I bring a unique blend of skills to any team. As a sales executive, I honed my ability to effectively communicate, negotiate, and exceed targets. While my experience in office administration has equipped me with strong organizational multitasking and problem-solving skills, I am adept at building and maintaining relationships with clients and colleagues alike, ensuring smooth operations and optimal customer satisfaction. With a proactive approach and a commitment to excellence, I am eager to contribute my expertise to a dynamic team, either as an office assistant or a sales executive. Whether as an office assistant ensuring smooth operations or as a sales executive capitalizing on market opportunities, I bring a proactive approach and a commitment to excellence to every task.

## PROFESSIONAL EXPERIENCE

### Office Administration, Adstar Advertising Company

Kannur, India

- \*.Supervised and allocated tasks to staff optimizing their performance and productivity.
- \*.Managed appointments and arrangements for upper management.
- \*.Handled incoming calls and emails, providing excellent customer service and addressing inquiries promptly.
- \*.Maintained accurate records and databases containing personnel and financial information.
- \*.Monitored office supply levels and initiated orders to replenish stock as necessary.
- \*.Prepared and submitted daily reports.
- \*.Scheduled and organized monthly meetings.

### Office Administration cum cashier, Babas Natural Basket

Kannur, India

- \*.Coordinated company activities for efficiency and policy adherence.
- \*.Developed and maintained customer relationships to understand needs.
- \*.Managed sales transactions and cashier duties using Tally software.
- \*.Maintained accurate financial records and provided excellent service.
- \*.Prepared daily sales reports for managerial review.

### Branch Executive, Kosamattam Finance Ltd.

11/2018 – 10/2019

Kannur, India

- \*.Conducted canvassing and sourced new customers to expand gold loan business.
- \*.Conducted gold appraisals to accurately determine loan values.
- \*.Generated revenue through effective cross-selling of products and interest collection.
- \*.Cultivated and maintained robust client relationships to maximize business value.
- \*.Managed customer relationship activities and ensured timely follow-up.
- \*.Maintained crucial registers, prepared daily reports, managed cash, and performed accounting tasks to uphold precise financial records.

SALES

### Sales Associate Trainee, Manumatic Nissan

05/2017 – 06/2017

Kannur, India

- \*.Sold products and met customer needs by obtaining orders from existing and potential sales outlets.
- \*.Actively sought out new sales opportunities through cold calling, networking, and social media.
- \*.Setup meetings with potential clients to understand their wishes and concerns.

## EDUCATION

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**MBA(HR & Finance)**, *Kannur University*

2016 – 2018  
Kannur, India

**B com**, *Kannur University*

2013 – 2016  
Kannur, India

## SKILLS

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Staff Supervision & Task Allocation  
Appointment & Arrangement Coordination  
Financial Recordkeeping  
Sales Transaction Management  
Cashier Duties Execution  
Relationship building  
Client Relationship Cultivation  
Customer Service Excellence  
Time management

## LANGUAGES

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English  
Malayalam  
Hindi

## AWARDS

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**The Performance Award 2023**, *Adstar Advertising Company*

03/2023

## DECLARATION

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I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

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**Theja Prakash**