



## VIVEK C AJAI

**Date of birth:** 05/12/1996 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+91) 9633089951 (Mobile) | **Email address:** [vivekcajai@gmail.com](mailto:vivekcajai@gmail.com) |

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### ● ABOUT ME

I am a hardworking, honest individual. With three years of hands-on experience in the field (Business Development), I have demonstrated a proven ability to identify and capitalize on opportunities, expand market presence, and generate revenue. I am committed to developing and implementing effective strategies that achieve long-term business objectives.

### ● EDUCATION AND TRAINING

Coimbatore , Tamil Nadu , India

**MBA MARKETING MANAGEMENT** Bharathiar University

ERNAKULAM , KERALA , India

**BCOM ( BACHELOR OF COMMERCE )** CET COLLEGE OF MANAGEMENT, SCIENCE AND TECHNOLOGY

ERNAKULAM , KERALA , India

**PLUS TWO ( THE DIRECTORATE OF HIGHER SECONDARY EDUCATION )** Government Higher Secondary School POOTHRIKKA

ERNAKULAM , KERALA , India

**SSLC ( SECONDARY SCHOOL LEAVING CERTIFICATE )** Georgian Academy English Medium High school

### ● WORK EXPERIENCE

11/2022 – 07/10/2023 Thiruvaniyoor, Kerala 682308, India

**BUSINESS DEVELOPMENT MANAGER** PRIME ENGINEERS

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.

08/2021 – 10/2022 ERNAKULAM , India

**BUSINESS DEVELOPMENT MANAGER** ADVICE ZONE INTERNATIONAL PVT. LTD

09/2020 – 04/2021 Thiruvaniyoor, Kerala 682308, India

**BUSINESS DEVELOPMENT ASSOCIATE** PRIME ENGINEERS

2019 – 2020 Kadavanthra, Ernakulam, Kerala , India

**BUSINESS DEVELOPMENT EXECUTIVE** FLAVIEN TECHNOLOGIES PRIVATE LIMITED

- **LANGUAGE SKILLS**

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Mother tongue(s): **MALAYALAM**

Other language(s): **ENGLISH | TAMIL | HINDI**

- **DIGITAL SKILLS**

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Adobe Photoshop (Expert) | basic skills in graphic (canva) | Microsoft Office (Outlook, Excel, Word, PowerPoint) | Good use of Microsoft app, social network, internet search engines and e-mail | Social media management (Facebook, Twitter, LinkedIn, YouTube, Instagram)

- **ADDITIONAL INFORMATION**

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**ORGANISATIONAL SKILLS**

TIME MANAGEMENT

PLANNING AND MEETING GOALS

MULTITASKING

COMMUNICATION SKILLS

**HOBBIES AND INTERESTS**

PHOTOGRAPHY

GYM

MUSIC

