



VIVEK C AJAI

Date of birth: 05/12/1996 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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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**

Mother tongue(s): **MALAYALAM**

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

● **DIGITAL SKILLS**

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**

ORGANISATIONAL SKILLS

TIME MANAGEMENT

PLANNING AND MEETING GOALS

MULTITASKING

COMMUNICATION SKILLS

HOBBIES AND INTERESTS

PHOTOGRAPHY

GYM

MUSIC

