

PAUL.M.JACOB



Contacts

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Permanent Address

Malikudy (H),
Iringole P.O
Perumbavoor
Pin – 683548

Languages Known

English, Malayalam, Hindi,
Tamil

Technical Skill

Computer Basics, MS office ,
Tally

Personal Data

Date of Birth: 30-03-1994
Gender: Male
Nationality: Indian
Hobbies:
Travelling

Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective, where I can utilise my management, sales, marketing and customer relationship skills with the opportunity for performance based advancement.

Work Experience

☐ **Sales Officer**

22/10/2020 - 17/03/2021 (5 Months)
Axis Bank, Kolenchery, Ernakulum

- Responsible for assigned sales targets (monthly).
- Opening Accounts – Current Account and Savings Accounts.
- Sales of third party products
- Follow up for funding.
- Maintain good relation with client.
- maintaining relationship with target customers, customer service
- Need to achieve daily, weekly and monthly target.

☐ **Business Development Manager**

20/02/2019 - 30/11/2019 (9 Months)
Pappy Joe International, Perumbavoor, Ernakulum

- Responsible for assigned sales targets (monthly).
- Goals set for centres month on month
- Follow up for payment.
- Maintain good relation with client.
- maintaining relationship with target customers, customer service

☐ **Sales Executive cum Front Office Administration**

14/01/2017 - 14/12/2018 (2 years)
Muscat Tower Business LLC, Muscat , Oman

- Responsible for assigned sales targets (monthly, quarterly and annually).
- Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, networking with different stake Holders and organization.
- Handling front office operations
- Follow up for payment.

- *Maintain good relation with client.*
- *Strong time management skills*
- *Acquiring and developing new business accounts.*

Education Qualifications

- *MBA, marketing as specialization in Marthoma College of Management & Technology 2016 July.*
- *Bachelors in Commerce from Mahatma Gandhi University in the year 2014 with 62% marks.*
- *DHSE 12th in the year 2011 with 78% marks.*
- *SSLC 10th in the year 2009 with 65% marks.*

Personal Strengths

- *Self-discipline, self-motivated, confident, innovative and hardworking.*
- *Good interpersonal skills, good coordinator and a leader with analytical skills and communication skills.*
- *Able to work under stress with responsibility.*

Areas of Interest

- *Marketing and Sales , Administration , Accounts*

Academic Project Undertaken

1. Carris pipes & tubes pvt ltd

Industry – Production

Duration - 1 Month

2. MGF Hyundai

Industry – Automobile

Duration - 2 Month

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date :

Place: Kochi

PAUL M JACOB

