



## Contact

### Phone

055 433 6750

### Email

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### Address

Al Falah Street, Madinat Zayed,  
Abu Dhabi

## Education

2014

**Post Graduate Diploma in Management**  
Asian School of Business

2011

**Bachelor of Commerce**  
University of Calicut

## Expertise

- Business Development
- Cold Calling
- MS Office
- Adobe Photoshop
- MS Teams
- Google Applications
- Reporting
- Process Flows

## Language

- English
- Hindi
- Malayalam
- Tamil

## Visa Status

- Visit Visa
- Period: Up to 11.01.2024

# ADIL THOTTATHILAKATH

## BUSINESS DEVELOPMENT EXECUTIVE

Post Graduate in Management (PGDM) with more than 7 years of work experience in the UAE in various fields. Strong networking skills and the ability to build and maintain professional relationships. Self-motivated, proactive, and results-oriented. Have a proven record of regularly achieving targets and constantly delivering 100% commitment to the assigned tasks in business development and marketing.

## Experience

FEB 2019 - DEC 2022

### ENCOMPASS HSE SOLUTIONS - ABU DHABI, UAE

#### Business Development Executive

- Developing the HSE training & Equipment inspection and providing necessary suggestions to the Management to improve the quality
- Achieving the monthly sales target of AED 60,000 regularly, especially from the clients in Oil & Gas industries
- Managing and Controlling the 20+ members of the Sales & Marketing divisions of the company
- Develop and implement effective marketing strategies every month and conduct sales meetings to evaluate the progress on a weekly basis
- Maintain strong relationships with existing clients, seeking feedback and identifying opportunities for additional projects.
- Monitor market trends and competitor activities to stay informed about industry developments.

SEP 2018 - DEC 2018

### TALENT TRAINING INSTITUTE | ABU DHABI, UAE

#### Business Development Executive

- Developed sales goals for the team of 15 members, and ensured they are met
- Visited at least 3 premium clients daily to inform them about our services and new offers Observed the new market trends and planned new strategies accordingly
- Contacted potential clients via personalized emails & phone to establish rapport.
- Trained 30+ personnel and helped team members to develop their skills

JUL 2016 - AUG 2018

### CAPITAL MANAGEMENT CONSULTANCY | ABU DHABI, UAE

#### Administrative Assistant

- Wrote and distributed email, correspondence memos, letters, faxes and forms
- Provided general support to visitors, both internal and external clients
- Liaised with executive and senior administrative assistants to handle queries from senior managers

JUL 2015 - JAN 2016

### ID MANAGEMENT CONSULTANTS | ABU DHABI, UAE

#### Office Manager

- Wrote and distributed email, correspondence memos, letters, faxes and forms
- Provided general support to visitors, both internal and external clients
- Liaised with executive and senior administrative assistants to handle queries from senior managers