



SUMMARY

B.Com graduate in Finance & Taxation with over 2 years of experience in sales, business development, and client coordination in the Ed Tech and Automobile sectors. Skilled in managing customer relationships, overseeing daily operations, and driving sales performance. Experienced in preparing reports, handling contracts, managing follow-ups, and coordinating directly with clients. Strong communicator with proven ability to lead teams, deliver excellent customer service, and ensure smooth operational workflow. Ready to apply my leadership and sales expertise to a retail management environment.

EDUCATION AND CERTIFICATION

B.Com - Finance & Taxation	Bharata Mata College	2019-2022
12 th Commerce Computer Application	Sacred Heart higher Secondary School	2017-2019

WORK EXPERIENCE

Orell Techno System, Kochi | Business Development Executive Oct 2024 - Present

- Managed client accounts, ensuring consistent follow-ups and service delivery.
- Prepared sales reports and performance reviews for management.
- Coordinated with internal teams to ensure smooth execution of projects.
- Handled contract documentation and maintained accurate client records.

Royal Drive, Kochi | Sales Consultant Feb 2024 –July 2024.

- Managed customer relationships through phone, email, and in-person meetings.
- Assisted clients in product selection, ensuring high satisfaction and repeat business.
- Maintained transaction records, prepared quotations, and handled related documents.
- Contributed to achieving sales targets through proactive engagement.

KIA, Kochi | Experience Consultant Oct 2022 –May 2023

- Delivered excellent customer service during product handovers and after-sales.
- Coordinated between service and sales teams to resolve client concerns.
- Maintained detailed post-sales records and ensured timely follow-ups.

PROJECT PORTFOLIO

A Study on the Digital Transformation of Insurance Industry

- To find the customer awareness, challenges faced by the customers in digitization of insurance industry
- To understand the significance of cashless transactions and how they influence purchasing behavior.
- To study the influence of digital technology on ACKO General Insurance

SKILLS

- Tools-** MS Word, MS Excel
- Professional skills** – Time management, Communication skills, Client Relationship Management, Team coordination and leadership
Customer relationship management, Inventory and store operations support, Report preparation and documentation

ADDITIONAL INFORMATION

- Languages Known-** English, Malayalam, Tamil, Hindi

Declaration

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.