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**Sunil K Chacko**

Email : [sunilkchacko04@gmail.com](mailto:sunilkchacko04@gmail.com),

Mobile: +919946762715

To associate myself with an organization, where there is an opportunity to contribute & upgrade my knowledge for development of self & the organization served with dynamic and motivating environment where I can put to use my knowledge and skill for the company’s as well as my betterment and growth.

.**ACADEMIC OVERVIEW**

* Masters of **Business Administration** from **Carmel College**, Kerala between 2010 –2012 : specialized in Human Resources and marketing
* **Bachelors in Commerce** from **Catholicate College**, between 2007 – 2010

**CAREER HISTORY**

**SAJINA BAJAJ as sales Manager**

* We are the authorized dealer of **BAJAJ AUTO** in Pathanamthitta district; we have five branches in Pathanamthitta district. I am working as the sales head of the dealer division

**(April13 to Now)**

**Profile**

* Management of sales team.
* Manages personnel and develops sales and sales support staff.
* Organizing training programs, events, demos etc.
* Reviews progress of sales roles throughout the branch.
* Introducing schemes to keep up the interest of customers.
* Develops specific plans to ensure revenue growth of all company’s products.
* Coordinates with company resources to ensure efficient and stable sales results.
* Identifying new strategies for Marketing.
* Formulates all sales policies, practices and procedures.
* Making every effort to maximize both present and long term sales and gross profits.
* Strong understanding of customer and market dynamics and requirements.
* Extensive experience in all aspects of client Relationship Management.
* Prepare the MIS Report.

**AXIS BANK as business development officer**

**(Jan13 to March13)**

**Profile**

* Seek new customers and increase sales
* Client Management
* New Business Development
* Quality of KYC documentation
* Meeting existing customers on a regular basis for achieving service standards.

**Stmary’s hospital as Admin**

**(Feb 12 TO dec12)**

**Profile**

* Administration
* Sourcing and qualifying relevant candidates through Job portals, references
* Screening & shortlisting the profiles
* Conducting preliminary round for ensuring fitment
* Coordinating interview process
* Follow up with the candidates
* Attendance management
* Customer management

**SIGNIFICANT STRENGTHS**

* Working knowledge in Microsoft Office
* Knowledge in Tally
* Excellent administrative and interpersonal skill
* Willingness to travel

**TRAININGS**

* Training at Apollo Tyres in Absenteeism
* Training at Cochin International Airport in Organization Studies

**PERSONAL DETAILS**

1. Address : Kottomannil House

Mallassery P.O

Pathanamthitta

Pin: 689646, Kerala, India

1. Gender             : Male
2. Date of Birth        : 04-10-1988
3. Passport Number : H 8371085
4. Issue date : 25/03/2010
5. Expiry date : 24/03/2020
6. Marital Status  : Single
7. Religion           : Christian,
8. Languages Known : English, Hindi, Malayalam
9. Nationality       : Indian

**Reference:**

* + - 1. ASHISH MURALI

AREA SALES MANAGER

BAJAJ AUTO LTD

CELL- +917032913391, 9605613471

* + - 1. SOMAKUMAR

BRANCH MANAGER, AXIS BANK

PATHANAMTHITTA

CELL- 8086001691

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