**JIBIN MATHEW **

Calicut, Kerala

Mobile: **+91 9895535291**

Email: jibinthakadiyel@gmail.com

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| **SUMMARY** |

***Previous Employer: - Juzur Gift Trading And Advertising, Ajman, UAE***

***Previous Position:- Marketing Consultant.***

***Strength and Capacity:-****Experienced in marketing, sales, on job training, order planning & management, inbound& outbound operations, manpower planning and management, inventory management and replenishment, team building skills, presentation and event organizing, customer relation, cost analysis and budgeting, administration and correspondence*

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| **CAREER SUMMARY** |

**Marketing Consultant** -**Juzur Gift Trading And Advertising** - **March 2015 to Oct 2015**

**Corporate sales consultant**  -**Advaith Hyundai Pvt Ltd, India**  - **Aug 2014 to Jan 2015**

**Event coordinator** - **The Dottedi, India** - **Aug 2013 to Aug2014**

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| **CAREER DETAILS** |

***Marketing Coordinator***

***Juzur Gift Trading and Advertising***

**RESPONSIBILITIES & DUTIES**

* *Reporting to the Marketing Manager.*
* *Prepare marketing strategy for the team members.*
* *Fixing the weekly target of the team members.*
* *Maintain the accounts of the team.*
* *Work sharing for entire team.*
* *Daily Follow-ups for payment collections.*
* *Weekly teleconference with management team to discuss and update previous week operational issues and highlights.*
* *Maintaining good relationship with the clients.*
* *Motivating the team members by different strategies.*

***Corporate sales consultant -Aug 2014 to Jan 2015***

***– Advaith HyundaiPvt Ltd***

**RESPONSIBILITIES & DUTIES:**

* *Reporting to Sales Manager.*
* *Weekly report of payment collection, outstanding.*
* *Weekly monitoring of product wise volume business.*
* *Work sharing for entire team.*
* *Brand wise sales planning.*
* *Customer wise analysis.*
* *Case study and analysis for process improvement initiatives.*
* *Planning, Execution of monthly inputs and other requirements.*
* *Weekly teleconference with management team to discuss and update previous week operational issues and highlights.*
* *Review meetings with the immediate boss to know my own performance level and accordingly apply fine tuning on the performance.*
* *Generating monthly operational sales and administrative reports.*

***Event coordinator -Aug 2013 to Aug 2014***

***– The Dottedi***

**RESPONSIBILITIES & DUTIES:**

* *Reporting to Manager.*
* *Weekly report of payment collection, outstanding.*
* *Weekly report on work and activity of all subordinate and self.*
* *Estimation of the event.*
* *Work sharing for entire team.*
* *On job training for new joiners.*
* *Vacancy management.*
* *Cost reduction and profit maximization to the company.*
* *Maintaining good relationship with clients.*
* *Recruiting event volunteers.*
* *Coordinate details of events.*
* *Visit venue to plan layout of seating and decoration.*
* *Coordinate and monitor event timelines and ensure deadlines are met.*
* *Keep inventory of backdrops, projectors, computers, and other display materials.*
* *Compilation of All monthly reports.*

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| **PROFESSIONAL COURSES** |

* ***Master’s in Business Administration(Marketing And HR)***

*Bangalore University,* India

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| **ACADEMIC QUALIFICATION** |

* ***Graduate – B Com****(Finance And Computer Application)*

*Mahatma Gandhi University*

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| **PERSONAL INFORMATION** |

***Fathers name***  *: P.M Mathew*

***Nationality***  *: Indian*

***Gender***  *: Male*

***Age & Date of Birth*** *: 24, 19th March 1991*

***Marital Status***  *: Single*

***Passport Number*** *: M1868905*

***Passport Expiry***  *: 02/09/2024*

***Languages*** *: English, Hindi, Malayalam & Tamil*

***Hobbies***  *: Listening music*

***Achievement/Award/Appreciation***  *: House Prefect in School, Arts Club Secretary in college*

*Union,*

*Member of college football and Badminton teams.*

***Technical Qualification***  *: Operating systems- windows 98, 2000, xp, 7, 8,*

*Microsoft Office, Tally ERP-9, Software proficiencies*

*(C++, Q Basic, Visual Basic and SQL)*

**DECLARATION**

*I hereby declare that the above mentioned data are true and best of knowledge and belief. If I am appointed, I shall*

*discharge my duties satisfactorily*

***JIBIN MATHEW***