



# ADIL THOTTATHILAKATH

## BUSINESS DEVELOPMENT EXECUTIVE

Post Graduate in Management (PGDM) with more than 7 years of work experience in the UAE in various fields with expertise in the Health Safety Environment field. Has a proven record of regularly achieving targets and constantly delivering 100% commitment to the assigned tasks in business development and marketing.

## Contact

### Phone

055 433 6750

### Email

adilasb2@gmail.com

### 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 13.11.2023

## Experience

FEB 2019 - DEC 2022

**ENCOMPASS HSE SOLUTIONS - ABU DHABI, UAE**  
**Business Development Executive**

- Developing the quality of HSE training & Equipment inspection towards being the industry best
- Sorting out the weak points of our services and providing suggestions to the Management
- Achieving the monthly sales target of AED 50,000 regularly, especially from the Oil & Gas industries
- Managing and Controlling the 20+ members of the Sales & Marketing divisions of the company
- Conducting 4 sales meetings every month to evaluate the progress on a weekly basis
- Maintaining good relationship with over 500 existing clients

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