

CURRICULUM VITAE

P MADHUBABU

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Career Objective

Looking forward to associate myself with an organization where there is an opportunity to Share, contribute and upgrade my knowledge and abilities for the development of the Organization.

Professional Summary

Focused and creative sales executive with an excellent sales record over two years. Adept at working on multiple accounts with professional salesmanship and nurturing fruitful relationships with customers.

Professional Qualifications

- Builds strong relationships with customers.
- Addresses customer questions and concerns about products and services.
- Managing the sales process for new prospects from initial contact through to closure.
- Willing to learn new things and adapt as per organizational goals.
- Planning and organizing the day to ensure all opportunities are maximized.
- Ensure appropriate and timely deliver services and products.
- Achieving all revenue targets and objectives in line with the area business plan.
- Maintenance of electronic and hard copy filing system. Retrieve documents from filing system.
- Knowledge of principles and practices of basic office management.

Educational Qualifications

- Bachelor Of Commerce (B.Com) from Shridhar University in 2013.
- Intermediate from Board Of Intermediate in 2008.
- Schooling from Board Of Secondary Education in 2006.

Professional Experience

Working as a Sales Executive at I Pay For All LLC (Du Telecom) from Jan 2018 to Till Date.

Worked as a Rental Agent at Smile Cars from July 2016 to Sept 2017

Job Responsibilities

- Listening to customer requirements and presenting appropriately to make sale.
- Negotiate the terms and conditions and closing sales.
- Gathering market and customer information.
- Reporting business trends and area performance to sales manager.
- Attending team meetings and sharing best practice with colleagues.
- Carry out customer surveys to understand demand and manage brand positioning.
- Prepare sales reports by analyzing and summarizing information.
- Review self sales performance with a view to improve it.
- Coordinate of incoming and outgoing mails.
- Communicate with main office through emails and phone.
- Identify and analyze current market trends.
- Provide good customer service by giving required information.

Additional Skills

- Excellent written and oral communication skills.
- Self organized and able to work in a multi cultural environment.
- Having basic IT skills.
- Having complete knowledge of MS-Office.

Personal Profile

Full Name	: Ponnepalli MadhuBabu
Date of Birth	: 23rd Jan 1991
Nationality	: Indian
Marital Status	: Single
Languages Known	: English, Hindi & Telugu
Passport No.	: M 2650865

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai, U.A.E

Date:

(P MADHUBABU)