

14<sup>th</sup> March 2014

To whom it may concern;

**Re: Job Vacancy**

I would like to enquire for possible vacancy related to the above position in your highly esteemed organization. I am very much interested and would like to be considered for the suitable position.

I hold a Diploma in Civil Engineering. I have no experience in the related field but I am willing to learn. In addition to this, I have vast experience in sales & marketing and have been my forte for more than 9 years. My experience and knowledge in Information Technology is an added skill especially in repairing and servicing all types of computer, laptop and maintaining server which I mastered along the way. I strongly believe that given a chance, I will be able to contribute positively to the success of your mission.

Furthermore, I have worked with a Direct Sales Company and Telemarketing in Teledirect Telecommerce Sdn Bhd for a period of 2 and 1 year respectively. I believe my work experience with the Citibank Bhd as a Customer Relationship Executive has brought my career prospect to a different level. In addition to this, I worked with Orbitz net Ent as Sales and Strategic Manager and Computer Technician for the past 6 years, I have expert knowledge in maintaining the computer systems as well as in conducting training program for new employees. I possess good interpersonal skill as I can speak with all level of people at the same time able to organise task given to achieve the target. I am a person who works on the fast pace. I am also in charge in preparing daily/monthly/annual sales report as and when required by the management.

I am proficient in the use of Microsoft Word, Power Point. Obtaining information with Internet is a plus point whereby I am an IT Savvy person and even can develop a basic web sites using Adobe Dreamweaver.

I have vast experiences in different areas and therefore, I belief that I could contribute my utmost best if given a chance.

I would be honored to attend preliminary interview to further discuss my opportunity with you if you will accommodate me in your schedule. The enclosed resume will provide overview of my qualification.

Thank you very much for your time. I would appreciate very much if this application were considered. Hoping to hear from your good-self.

Thank you.

Yours sincerely,  
Devendran Bose



## RESUME

### Contact Info

Name: Devendran Bose

Address: No. 19, Jalan PUJ 2/34, Taman Puncak Jalil, Bandar Putra Permai, 43300 Seri Kembangan, Selangor Darul Ehsan.

Mobile No: +6012-365 7652 / +603- 8999 4390

Email: madhavkrishna@gmail.com

### Personal Particulars

Age: 32

Date of Birth: 25 June 1982

Nationality: Malaysian

Gender: Male

### Educational Background

#### Diploma (2002)

Field of Study: Civil Engineering

Institute: University Technology of Malaysia, KL

## Employment History

### **ORBITZNET ENTERPRISE**

Position Title : Sales & Strategic Manager

Duration : June'2008 – present

#### **Work Description:**

1. Manage company's Computer Sales & Repair Outlets.
2. Managing all Internet Outlet's daily sales & meet daily sales target provided.
3. Manage a team of sales person and educate them about company and products (hardware & software).
4. Update & upgrade all systems regularly including billing server & software server.
5. Handle all sort of computer troubleshooting, networking & installing new software/windows.
6. Provide training to new employees on sales technique, customer service & basic computer troubleshoot.
7. Prepare daily/monthly/annual sales report to the management.
8. Plan and do research on opening new business branch.

### **CITIBANK BERHAD**

Position Title : Customer Relationship Telemarketing Executive

Duration : June'2007 – June'2008

#### **Work Description:**

1. Making phone calls to existing Citibank cardholders and provide them information's on banks privileges such as personal loan, balance transfer, utilities auto-pay service and insurance.
2. Self motivation and self confidence plays major roles as I need to face customer's rejection on bank's privileges.
3. Understanding bank's product & convincing skill is very much needed in order to close sales and achieve daily and monthly sales target.
4. Time management and skill of delivering information/product benefits according to customer's need/age group/gender/life style is the key to close sales.

### **TELEDIRECT TELESales SDN BHD**

Position Title : Sales Executive

Duration : May' 2006 – June' 2007

#### **Work Description:**

1. Making phone calls to Citibank cardholders and provide them information's on ING insurance policy (Joint Venture Program between Citibank Bhd & ING Ins).
2. Calling credit cardholders from a third-party company is never been easy yet I have managed to convince them to take up the insurance plan and achieve sales target given.
3. Been awarded few times as a Top Performer of the month and received additional rewards.

**PRO DIRECT SDN BHD**

Position Title : Sales Supervisor cum Sales Executive

Duration : May'2004 - May'2006

**Work Description:**

1. Manage a team of sales person (5-15 persons) to sell company's wholesale products Outdoor.
2. Teaching and training fresh graduates and school leavers about sales and marketing techniques. Bring them along on the street and offices to show how to do marketing in a professional way.
3. Learned about basic sales skills, convincing techniques, closing sales, self motivation, self confidence, never give-up, team leading, time management and more.
4. Sit together with new staffs to create their short term and long term goals with the company.

**Top Skills**

Sales & Marketing, Manage Sales & Marketing Team.

Generate sales report daily/monthly/quarterly & annually of the company.

M/S Word, M/S Power Point, M/S Excel.

Repair Computer/ Laptop Hardware & Software, Troubleshooting, Networking.

**Spoken Language**

Language	Written	Spoken
English	10	10
Bahasa Melayu	10	10
Tamil	7	10

**Expected Salary & Availability**

Last Drawn Salary: RM 3,000

Expected Monthly Salary: RM 3,300/- (negotiable)

Availability: Immediately

## References

**Mdm. Tharshinye Soomaran**

Managing Director of Orbitznet Enterprise

+6012- 395 9451