

Renjith A Mukundan



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OBJECTIVE & SUMMARY

Forward-thinking individual with the ability to simultaneously handle multiple accounts. Looking to join a progressive organization as an account manager to provide a smooth operation of accounts for the company.

A creative problem solver who possess versatile copywriting skills, aimed at working across multiple communication channels. Focused on providing clients with information to meet their advertising campaigning requirements by ensuring that their requirements are understood and delivered on time.

EXPERIENCE

Roots Advertising LLC

January 2018 -

June 2019

Business Development Executive

- Having an in-depth knowledge of business products and value proposition.
- Identifying and mapping business strengths and customer needs.
- Managing and retaining relationships with existing clients.
- Generate leads and cold call prospective customers.
- Seek out the appropriate contact in an organisation.
- Meet with customers/clients face to face or over the phone.
- Understanding the needs of customers and respond effectively with a plan of how to meet these.
- Drafting and reviewing contracts.
- Liaise with the finance team, warehousing and logistics departments as appropriate.
- Attend seminars, conferences and events where appropriate.
- Keep abreast of trends and changes in the business world.

Unigraf LLC

October 2016 -

December 2017

Account Manager

- Responsible for managing several accounts and often being the face of the company to many clients.
- Managing employers client relationships and providing clients with excellent service and support.
- Discuss with production and installation department, and ensure resource availability and allocation.
- Coordinate internal resources and third parties/ suppliers for the flawless execution of the project.
- Develop a detailed project plan and track progress.
- Ensure the timely and successful delivery of projects according to customer needs and objectives.
- Building new business relationships using existing industry contacts.

Creo Interiors LLC

June 2015 -
October 2016

Account Executive

- Meeting clients to discuss their advertising needs.
- Working with estimation department to devise a campaign that meets the client's brief and budget.
- Presenting campaign ideas and costing to clients.
- Briefing the creative team who will produce the adverts.
- Negotiating with clients, solving any problems and making sure deadlines are met.
- Checking and reporting on the project / campaign's progress.
- Keeping in contact with the client at all stages of the campaign.
- Managing the account's budget and invoicing the client.
- Making 'pitches' to win new business.
- Coordinate internal resources and third parties/ suppliers for flawless execution of projects.
- Ensure that all projects are delivered on time, within scope and within budget.
- Develop a detailed project plan to monitor and track progress.
- Establish and maintain relationships with third parties/ suppliers.
- Create and maintain comprehensive project documentation

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Post-Graduation Degree, MBA (HR) – Sikkim Manipal University DE – India, Kerala

Degree. BBA –Calicut University - India, Kerala

Higher Secondary School, Science – MASM - India, Kerala

High School – Central Board of Secondary Education – GDEMS – India, Kerala.