



SAMEER.S

SALES & MARKETING

Email: sameer10.pkd@gmail.com

WhatsApp: 058 114 9441

SKILLS & ABILITIES

Courses completed

- TALLY
- MS OFFICE

Software's known

- **LANGUAGES**
C, C++
- **APPLICATIONS**
Word, Excel, Power point
- **OPERATING SYSTEMS**
Windows 10, 8, 7, XP,
Linux, Ubuntu

Languages known

- English (read, write, speak)
- Hindi (read, write, Speak)
- Arabic (read, write)
- Tamil (read, write, speak)
- Malayalam (read, write, speak)

Tel: 058 114 9441

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills & knowledge to grow along with the organization objective. To obtain a creative & challenging position in an organization that gives me an opportunity for self-improvement & leadership, while contributing to the symbolic growth of the organization with my technical, innovative & logical skills.

ACADEMIC OVERVIEW

B.COM CA (COMPUTER APPLICATION)

(2012 — 2015)

AJK ARTS AND SCIENCE COLLEGE, TAMILNADU

Higher Secondary (2010 — 2012)

PMGHSS, PALAKKAD

High School — 2010

ST.SEBASTIAN SCHOOL, PALAKKAD

PROFESSIONAL EXPERIENCE

KAVALAKAT ASSOCIATES

Palakkad, Kerala

Designation : Sales Officer

Duration : May 2019 to January 2022

BEST TRADING COMPANY

Palakkad, Kerala

Designation : Junior Sales Officer.

Duration : February 2017 to April 2019

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PERSONAL STRENGTHS

- Self-motivated
- Quick learner
- Maintain good relationship with coworkers
- Keep to learn new technologies and perform confidently

TRAINING SKILLS

- Skills in planning and administration
- Skills in planning and administration
- Ability to work under pressure
- Good analytical skills and solution focused person
- Demonstrate accountability Ability to work well in a multicultural team
- Excellent stress management skills
- Negotiation and problem solving skills
- Excellent communication and coordination skills

PERSONAL PROFILE

- Date of Birth : 10/11/1994
- Gender : Male
- Marital status : Single
- Address : S/O Saleem.M,
House No : 4A,
Shobanam Villa,
Neelamkachi,
Kozhinjampara,
Palakkad,
India - 678555
- Passport No : P-5023521
- Nationality : Indian

JALEEL AND COMPANY **Palakkad, Kerala**

Designation : Marketing Executive

Duration : April 2015 to May 2016

Duties & Responsibilities

- Overseeing and developing marketing campaigns.
- Conducting research and analyzing data to identify and define audiences.
- Devising and presenting ideas and strategies.
- Promotional activities.
- Compiling and distributing financial and statistical information.
- Writing and proofreading creative copy.
- Facilitate cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers.
- Source and work customer referrals.
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed.
- Greet customers.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

Declaration: I, SAMEER.S declare that the information furnished above is true to the best of my knowledge and belief.