

## COVER LETTER

Srekesh M K

Email : srekeshmanchery44@gmail.com

Contact No : 8281630600

08-11-2019

Reva University, Kategenahalli, Yelahanka, Bangalore. Pincode- 560064  
No: 8281630600, 8943216179

Dear Hiring Manager,

I'm applying for a Business Development Executive or Business Development Manager post at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Srekesh M K

Srekesh M K

# Srekesh M K

Manchery House, Chiranellur P.O. Thrissur, Kerala 680501

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Email : srekesmanchery44@gmail.com



## ➔ Career Objective

To work for an Organization which provides me with the opportunity to improve and leverage my Skills and Knowledge to grow along with the Organization objective.

## ➔ Academic Details

- **MBA(MARKETING and HUMAN RESOURCE), Reva Univeristy, Bangalore**  
74%  
2018
- **BBA( FINANCE ), Chinmaya Mission College, Thrissur, Kerala**  
68%  
2016
- **Higher Secondary School( Plus one and Plus two ), Govt Higher Secondary School, Poonkunnam, Thrissur Kerala**  
70%  
2013
- **SSLC( 10th Standard ), Sree Durgavilasam Higher Secondary School, Thrissur, Kerala**  
75%  
2011

## ➔ Work Experience

- **Reva University, Yelahanka, Bangalore**  
Marketing and Brand Executive  
Feb 2019 - till date  
Role : I work as an executive who converts the students to take admissions in the college by providing a proper counselling. Also conducts on-ground activities like educational expos and events which attracts students for choosing their wishful and potential field of studies.

## ➔ Project Details

- **Study on Customer Relationship Management in Healthcare Industries( Bangalore )**  
This project was done on the basis of knowing customer relationship with the employees and personnels of the healthcare industries like hospitals etc and to know about the services and facilities provided to the above mentioned.  
Period : 3 Months      Team Size: 1  
Role : I had to visit atleast 5 Hospital of North Bangalore and had to have a direct conversation with the personnels of the hospitals like Doctors, Nurses, Staffs and even Patients.

## ➔ Field of Interest

- Marketing(On ground activites), Telecalling, Councelling, Branding

## ➡ Skills

- Communication Skills, MS Word, MS Excel, Typing Skills,

## ➡ Industrial Exposure

### **Industrial Visit at:**

- Toyota Motors( Bangalore - 1 day ), MaxLife Insurance ( Kerala - 1 week )

### **Implant Training at:**

- Value Added Skills conducted by Xplore Consultancy Services- Bangalore

## ➡ Achievements

- 1. Role of Management Education in Sustainable Development of SAARC Region Course conducted by Association of Management Development Institutions in South Asia 2. Advanced MS Excel

## ➡ Curricular Activities

### **Co-Curricular**

- Sports( Cricket ) , Listening Music, Gym Workouts , Organization Exhibitions, Celebration of Festivals

### **Extra-Curricular**

- Manage Clients and Customers, Organise Marketing Activities and Expos with Co-Members

## ➡ Strength

- Team work, Communication Skills, Work under Pressure, Convincing Power, Stress Handling

## ➡ Hobbies

- Reading, Workouts(Gym), Playing Cricket, Listening Music

## ➡ Declaration

I hereby declare that the above details are true to the best of my Knowledge and Belief.

Date : 11/08/2019

Place : Bangalore, Karnataka



(Sreesh M K)