



# GOPIKRISHNAN R S

## CONTACT INFORMATION

+91 9074916457  
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Kerala, India

## EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION | 2021 - 2024**
- Grace International Academy  
Kerala, India
  - University of Kerala
- DIPLOMA IN HOTEL MANAGEMENT | 2020 - 2021**
- Institute of Hotel Management Studies,  
Thrissur, Kerala, India
- HIGHER SECONDARY | 2018 -2020**
- Board of Higher Secondary Examination, Kerala, India
  - CPHSS Kuttikkadu Kadakkal
- SSLC | 2018**
- Board of Public Examination,  
Kerala, India
  - GVHSS Kadakkal

## COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★  
Basic Operation ★ ★ ★ ★ ★  
Internet & Email ★ ★ ★ ★ ★

## PROFESSIONAL SUMMARY

Experienced Lead management executive and sales person with a Bachelor of Business Administration degree and diploma in hotel management , adapt at driving sales and achieving targets. Proven track record of success in building strong customer relationships, implementing effective sales strategies, and delivering exceptional customer service. Eager to leverage academic background and sales expertise to contribute to the success of a dynamic sales team.

## KEY SKILLS

- Team Work    Work Ethic    Analytical skills    Leadership Quality  
Decision-making    Time Management    Adaptability  
Problem Solving Ability    Hardworking    Positive Attitude    Honesty

## WORK EXPERIENCE

**LEAD MANAGEMENT EXECUTIVE | 01 July 2024 – 01 October 2024**

**TALROP Pvt Ltd, POTHENCODE,TRIVANDRUM, KERALA**

### KEY RESPONSIBILITIES

- Efficiently sort and distribute leads to relevant departments based on a thorough understanding of departmental functions and expertise.
- Input and track the progress of leads through the sales and maintain accurate and up-to-date records.
- Occasionally interact with potential clients to gather more information on their needs and direct them to the appropriate contacts within the company.
- Work closely with sales and marketing teams to understand lead generation strategies and improve lead qualification processes to better meet departmental needs.

**SALES PERSON (COLLEGE INTERN) | 23 August 2023 – 05 September 2023**

**RELIANCE TRENDS, KERALA, INDIA**

### KEY RESPONSIBILITIES

- Successfully managed sales activities and generated revenue for the company.
- Built strong customer relationships based on trust and mutual respect.
- Worked closely with the sales manager to increase sales.
- Handled customer inquiries with professionalism and care.
- Managed the cashier department.
- Maintained a clean and organized store environment.
- Restocked merchandise and ensured proper product placement.
- Provided excellent customer service to enhance the shopping experience.
- Achieved sales targets set by the management.

## LANGUAGES

English  100 %  
Malayalam  100 %

## HOBBIES



Badminton



Travelling



Reading

## PROFESSIONAL SKILLS

- Sales Strategy Development
- Relationship Building
- Product Knowledge
- Customer Service
- CRM Systems
- Market Research
- Sales Forecasting

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- To direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 21/03/2002  
Nationality : Indian  
Marital Status : Single  
Permanent Address : Ambady Altharamoodu Kadakkal(PO)  
Kollam, Kerala, India

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**GOPIKRISHNAN R S**