



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.

GOPIKRISHNAN R S

CONTACT INFORMATION

+91 9074916457

gopikrishnanrpillai@gmail.com

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



LANGUAGES

English	<div style="width: 100%;"></div>	100 %
Malayalam	<div style="width: 100%;"></div>	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