**Address**: : Flat#101,Survey# 94,Plot#B-14, Mohan Nagar Co-Op HSG Soc. Baner, Pune-411045

**Mob**: +91-9923101072

**Email**: [allen.mutum@yahoo.com](mailto:allen.mutum@yahoo.com)

**CURRICULUM VITAE**

**Name: Allen Mutum**

# OBJECTIVE

To build a prosperous and successful career in the field of *Sales & Marketing* by performing with virtue, integrity and undertaking important responsibility in order to assure my efforts are adding value to the progress of the organization and to the society as well.

# WORK EXPERIENCE

## FuturismTechnologies (September2013 to till Date):

**Designation: Sr Business Development Executive:**

**Responsibilities:**

* Passion and expertise is in providing and connecting companies and individuals with the expertise and resources needed to achieve their business and career goals
* Capacity to deliver positive results in a high-pressure environment and willing to go that extra mile to stretch in order to cross the target / goals Process driven approach towards attaining goals
* Highly skilled in assessing project performance and providing strategic solutions
* Hands on experience in reviewing and suggesting optimal course of action in order to improve performance
* In depth knowledge of working with community team to ensure that best practices remain in sync with success factors
* Strong desire to make the most of quantitative information to solve exceptional business problems
* Follow-up with hot prospects with the intention of moving discussions to proposal levels and closing the deal.
* Generating an achievable pipeline and hot prospects with the given targets.
* Identify and grow new clients and opportunities in US & Canada.
* Interacting with "C" Level employees, decision makers, business partners and key influencer's to understand the current business scenarios and clients needs in IT.
* Working knowledge of Hoovers.com, Data.com, ZoomInfo, Insideview, Manta and different US & Canada Industrial Directory.

## Salebuild ITES Pvt Ltd. (Nov 2012 to September 2013)

Salebuild was founded in 2005 by three Silicon Valley veterans, intent on offering high technology companies a new option to drive demand while lowering the cost of sales. Leveraging their combined 50 years experience managing sales and sales operations, our executive team developed a business model that allows us to deliver high quality demand generation solutions at a reasonable cost. Salebuild services include building customized B2B Prospects, Appointment settings and integrated lead generation programs, renewal and maintenance sales and database cleansing and appends.

**Designation: - Sr Research Analyst:**

**Responsibilities:**

* Perform extensive primary and secondary research to build a detailed understanding of the target market, industry, company or opportunity
* Responsible for going through, organizing, and analyzing a vast amount of data.
* I also gather information about what people think to help companies understand what types of products people want, determine who will buy them and at what price.
* Understanding client requirements, providing a suitable proposal to clients, research instrument designing, questionnaire development, conducting survey, project management, preparation of data analysis plan, data cleaning & data checks, data weighting, data analysis & report automation, presentation preparation and drawing insight.
* Fix up appointments for client and generate leads through cold calling.

## Digital Age Retail Pvt. Ltd (July 2011-November 2012):

FirstCry.com is Asia's Largest Online Portal for baby products and toys which stores over 35000+ items from 250+ top International and Indian brands like Mattel, Ben10, Pigeon, Funskool, Hotwheels, Nuby,Farlin, Medela, Pampers, Disney, Barbie, Gerber, Zapak, Mee Mee and so on.

GoodLife.com is a one stop destination for your personal care essentials. It offers products from top Indian and international brands.

### Designation: Business Development Executive:

**Responsibilities:**

* Handling customer grievances related to product over the phone, e-mail & live chat.
* Tracking the order placed, by a client and constantly following up to ensure timely delivery.
* Assisting clients to help them to decide amongst a wide range of product; depending on their need.
* Generating reports on a daily basis, related to issues raised by clients and ascertain the causes involved, and to ensure that the nature should be in repetitive.
* Keep a track on high risk transaction orders raise by payment gateway and constantly following up with client to procure necessary documents.
* Confirmation of Cash on Delivery orders placed by customer.
* Assisting customer to place an order over the phone or on the website.
* Managing a team of 12 executive
* Maintained excellent rapport with team and manager
* Initiated team building activities to strengthen the team bonding
* Rigorous follow up with the payment gateway for reversal of refund.
* Generate Daily Consolidated Report of SR, Replacements, GV's etc.
* Weekly Monitoring Report on Top 10 Issues Faced and proposed action in the coming weeks.
* Generate Daily Audit Report for Every Executive.

# SKILLS & EXPERTISE:

* Lead generation, Cold Calling, End-to-End Sales, B2B Marketing, Contact Discovery, CRM Tools, Customer Service, Appointment Scheduling, Data profiling, Outbound Marketing, Web Services, Business Development, Data Mining.

# AWARDS & CERTIFICATION:

Best Sales Delivery Award for the year 2014

Bing ads Certified Professional

# EDUCATIONAL QUALIFICATIONS:

* **B.A** Pune University (Pursuing)
* **H.S.C** ICSE.
* **S.S.C** CBSE

# PERSONAL DETAILS

* Date of Birth: 24th March 1986
* Nationality: Indian
* Gender: Male
* Address: Flat#101, Survey#94, Plot#B-14, Mohan Nagar Co-Op HSG Soc,

Baner, Pune-411045.

* Email: [allen.mutum@yahoo.com](mailto:allen.mutum@yahoo.com)
* Mobile Phone: +91-9923101072