



GULSAR PV

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Technical Skills

- Microsoft Windows XP, 7,8 & 10
- Microsoft Office
- Hardware/Software Installation
- IT Support
- Troubleshooting

Languages

English, Malayalam, Hindi, Tamil

OBJECTIVE

A sales professional endowed with matchless experience in the field of driving sales in a range of business verticals and carrying out administrative tasks. I would like to leverage my professional experience hitherto to help the potential employer drive better sales and revenue prospects by creating, expanding and nourishing newer business relationships. I would also like to add to my skill forte the experience and learning insights from every business transaction that I will indulge myself in.

PROFESSIONAL EXPERIENCE

Sales Associate Coordinator (IT and Networking)

Maksys Technology and Services(P)Ltd, Calicut, Kerala -12/2017 to 09/2019

- Managed, supported and grew business relationships with existing accounts and developed strategies to increase sales and revenue.
- Help Business achieve its sales goals by actively creating new business opportunities and sales relationships.
- Pursue newer pastures in the field to take advantage of the emerging sales opportunities.
- Create effective sales and business expansion plans to improve the revenue prospects of the business.
- Ensure that the customer is satisfied with every transaction and attend to their concerns if any.
- Envisage adept sales promotions and offers as per the seasons and festivals in effect.
- Educate the customers about the new technical products in the market to acquire and close sales enquiries.
- Drive effective communication between the customer and the right department for better customer satisfaction.
- Monthly meeting with existing customers.

Office Administration cum IT Support – 05/2017 to 12/2017

Cinepolis , Bengaluru, Karnataka

- Carry out various administrative tasks in the office from attending to calls, arranging meetings and scheduling visitations.
- Coordinate the activities in the office.
- Ensure effective communication of business policies to employees from time to time.
- Troubleshooting and detecting errors, Software and Hardware Installation.
- Wi-Fi Configuration & Network Support.

Personal Profile:

Date of Birth:

22 Jan 1993

Father: Assain P V

Mother: Ramla

Gender: Male

Nationality: Indian

Marital Status: Single

Passport No: R5124655

Hobbies:

*Reading
Technology
Travelling*

- Assisted with mail distribution, equipment inventory identification, relocation of offices and equipment
- Resolved complaints and issues involving both guests and employees
- Resolved issues and escalated problems with knowledgeable support and quality service
- Prepared complete and accurate documentation and records

PROFESSIONAL SKILLS

- Professionalism
- Team player
- Convincing skills
- Decision-making
- Hardworking
- Dedication

EDUCATION

Bsc Computer Science

Madurai Kamaraj University, Tamilnadu

Diploma in Computer Science

Kerala Technical Board, Kerala

Higher Secondary Education

Kerala Higher Secondary Educational Board, Kerala

High School Education

Kerala Secondary Educational Board, Kerala

Declaration

By means of the resume submitted here, I have tried to furnish all the details to my academic, professional and personal detail pertinent to you. All the details given here, to the fullest extent of my understanding of them, are true. I will always strive to live up to the expectations you might have of me from reading the resume to deserve them.

Thank you
Gulsar Pv