

RESUME

SWAROOP .A



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Personal Information:

Name : Swaroop .A
Gender : Male
Nationality : Indian
DOB : 12/05/1992
Address : Swaroop bhavanam
Thripperumthura p.o
Mavelikara, Chennithala
Alappuzha
Kerala
Pin: 690105

Marital Status: Unmarried Languages
known: English, Hindi, Tamil
Malayalam

Scholastics

B.Sc Physics
In Bishop Moore collage Kerala University

Diploma in Computer Application
From Electronics Co operation of India

Diploma In Financial Accounting
From Electronics Co operation of India

Declaration

Seeking a Career in an Organization With Potential Growth Prospects & Where I Can Offer Something in Terms of Skill & Knowledge to Achieve Organizational Goal.

Experience

➤ **Abad Fisheries Pvt Limited**

Bussiness Development Officer [From May 2018 till present]

- ✓ Maintaining daily sales on fresh fish for Institutions
- ✓ Coordinating with purchase team for arraigning daily the products and ensure timely delivery
- ✓ Monitoring the production team in order to arrange the products according to customers specification
- ✓ Coordinate sales , filing important documents and communicating relevant information
- ✓ Preparation of monthly and weekly report to improve the sales and to implement the new strategies
- ✓ Handle the processing of all orders with accuracy and timeliness
- ✓ Handling the clients in case of unforeseen delays or problems
- ✓ Monitor the team's progress, identify shortcomings and propose improvements
- ✓ Assist in the preparation and organizing of promotional material or events
- ✓ Ensure adherence to laws and policies when needed
- ✓ Trains new employees to make sure they meet various guidelines
- ✓ Makes presentations to management which explain how to meet sales goals and talk about any new innovative ideas that management may have

ORIENT CRUISE ENTERPRISES(distribution of Melam masala and Palat masala)

Bussiness Development Manager (Nov2016 –Dec2017)

- ✓ Responsible for the overall sale of the company
- ✓ Expansion of the business through adding new customer
- ✓ Maintaining relationship with customers
- ✓ Adding new schemes which is profitable to the company for expansion of sales
- ✓ Preparation of weekly sales progression and debtors reports
- ✓ Clearing field issues with customer
- ✓ Analyzing full sales progression and making reports

IDEAL GROUPS (A DIVISION OF IMPULSE MARKETING)

TEAM LEADER (Feb 2015-Oct 2016)

- Managing the total team to achieve the sales target
- Ensuring the performance of the staff is of a high standard
- Reporting to management
- Organising training for the whole team
- Discussing and resolving problems
- Carrying out performance reviews

Additional Skill

- Organizing Skills
- Co-ordination
- Team Management Skills
- Creative thinking ability
- Relationship Building
- Decision making skills

ACHIEVEMENTS

NATIONALS IN BASKETBALL PLAYED FOR HYDERABAD REGION NAVODAYA

WINNER IN ATHLETICS EVENTS (400M, 800M, 1500, 5000M)

B Certificate holder in National Service Scheme

Declaration

I hereby declare that all the details furnished above are true and best of my knowledge. Swaroop.

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