



Name : Akhil Tom

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PROFESSIONAL SUMMARY

Dedicated office administrative professional with extensive experience in operational coordination, planning, and support. Background working with confidential information, strict processes, and ambitious targets. Thrives under pressure in high tempo environment to meet tight deadlines.

HIGHLIGHTS

- Claims administration
- Administration support
- Office inventory management
- Vendor negotiation Skill
- Payroll Processing

SKILLS

- Flexibility
- Critical Thinking
- Adaptability
- Multi-Tasking

WORK HISTORY

➤ Assistant store Manager -

Daymart Hypermarket

Designation: ASSISTANT STORE MANGER

APRIL 2021 – DECEMBER 2021.

Roles & Responsibilities

- Improving store potential to meet and exceed customer expectation through careful trend and stock monitoring
- Interviewed, hired and training staff associated and equipped comly with company policy and procedure
- Supervising and evaluating staff performance
- Approving regular payroll submission for employees
- Accurately executed secretarial tasks, maintaining smooth administrative operations
- Recorded meeting minutes accurately, communicating with relevant teams for prompt action
- Worked to facilitate positive, productive working environments through reliable administrative support

➤ **Manager Sales -**
Designation: manager sales

Auric Beauty
JANUARY 2021 – APRIL 2021

Roles & Responsibilities

- Driving product sales by creating visually appealing product displays, following cosmetic merchandising guidelines to ensure alignment with brand goals
- Created and completed critical company documents in line with best practices
- Retained existing customers and substantially grew customer base, product line, and sales volume
- Created professional sales presentations to creatively communicate product quality and market comparisons
- Analyses sales reports to identify trends and update strategies

➤ **TSO Sales & Distribution -**
Designation: TSO
Roles & Responsibilities

Cavinkare Pvt Ltd
MARCH 2020 2018 – JANUARY 2021

- Worked alongside retail representatives to enhance product presentation and advertising collateral
- Tracked stock using company inventory management software
- Represented company and generated leads at conferences and trade shows
- Identified prospect needs and offered appropriate products and services
- Retained long-term accounts by developing tailored packages and pricing structures
- Managed sales team budgets and payroll
- Reviewed and approved all damage claim prior to submission

➤ **Expert sales executive**
Designation: Expert Sales Executive
Roles and responsibilities

GlaxoSmithKline
MARCH 2018-MARCH 2020

- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency
- Conducted internal and external product training, preparing and executing targeted sales presentations
- Developed and executed sales promotions, increasing store revenue through targeted campaigns
- Maintained up-to-date knowledge of customer buying habits, improving stock management processes to meet product demand
- Updated product labelling and promotional pricing
- Facilitated daily and weekly physical inventory counts, maintaining accurate stock records
- Analyses sales to identify top-performing products

➤ **Executive Trainee**
Designation: Executive trainee
Roles and responsibilities

Alembic Pharmaceuticals
SEPTEMBER 2016-MARCH 2018

- Utilized various sales techniques to develop relationship with hospital purchase department
- Set up appointments with doctors and pharmacy incharge to discuss new products and services
- Educated customers on product and service offerings, engaging in special offers and promotions to increase sales.
- Explained product benefits and personalization options, maximizing customer engagement while driving sales.
- Accounted for all inventory and ordered new stock.

EDUCATION QUALIFICATION

- **MBA (Marketing & Finance) 2016**
DC School of Management and Technology, Vagamon
- **Bachelor's Degree in Business Administration 2014**
MG University
- **PU 2011(Commerce)**
St.Vincent CMI School Pala
- **Schooling 2009**
St.Joseph EMHS Nelloor

PERSONAL INFORMATION

DOB: 15th March 1993
Email akhiltom1993@gmail.com
Phone No.: +971-561042545
Nationality: Indian
Address: Flat no:501,CBD 24,International city,Dubai
Marital Status: Married
Languages Known: English, Malayalam & Hindi

DECLARATION

I hereby confirm that the above information given by me is true to the best of my knowledge and belief. I will be accountable for any discrepancy found whatsoever.

Thanking,
Akhil Tom

