



Edwin Jose

UAE

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PROFESSIONAL SUMMARY

Motivated Account Executive with passion for resolving customer issues to achieve high-level satisfaction. Offering five-year career history in accounting with strong track record of exceeding objectives and increasing client retention. Energetic and personable with exceptional communication and presentation skills to drive new business development.

SKILLS

- Forecast preparation
- Relationship building and management
- Account servicing
- Customer presentations
- Account management
- Language known English, Malayalam, Hindi & Tamil
- Vendor management
- Knowledgeable in MS Office, Conversant with Windows OS
- Written and verbal communication
- Customer Relations
- Strong relationships

WORK HISTORY

ACCOUNTS EXECUTIVE & CASHIER

06/2015 to 06/2019

New Horizon Supermarket and Trading LLC | Abud Dhabi, U.A.E

- Delivered engaging sales presentations to new clients, explaining technical information in simplified language to promote features and increase client base.
- Developed strategic relationships with key suppliers and clients to foster profitable business initiatives.
- Identified opportunities for growth within Abu Dhabi and collaborated with sales teams to reach sales goal.
- Worked with other departments to deliver solutions according to schedule and per customer requirements.
- Implemented marketing strategies which results growth of customer base.
- Created company brand messaging, collateral materials, customer events, promotional strategies, and product commercialization.
- Reduced expenses by effectively negotiating contractor prices, terms, and service agreements.
- Increased customer satisfaction ratings through proactive and actionable resolutions to questions, concerns, or challenges.
- Deepened customer relationships through strong attention to needs and knowledgeable service.

- Leveraged industry trends and competitive analysis to improve customer relationship building.
- Increased sales by leveraging accounting knowledge and relationship-building abilities to work smoothly with key clients.
- Reached out to customers to offer range of services and products in order to drive sales growth.
- Built strategic relationships with key account personnel.
- Proposed product solutions to meet changing customer demands.

EDUCATION

Diploma in Financial and Foreign Accountancy	01/2015
Lakhotia Computer Centre, Kothamangalam, Ernakulam	
IATA UFTAA Foundation, Diploma in Travel & Tourism	03/2010
Kannanthanam School of Tourism Studies, Kochi, Ernakulam	
Bachelor's Degree in Commerce	03/2009
Mar Elias College, Kottappady, Ernakulam	

PERSONSAL

Date of Birth | 13 October 1989

Nationality | Indian

Marital Status | Single