

SREEJITH NARAYANAN

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PROFESSIONAL EXPERIENCE

➤ Working as Sales & Marketing Executive with Scotpac Advertising & Gift LLC (From Jan 2020 - Till date (8 months)).

- Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports.
- Answering client queries about product specifications and uses.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Attend team meetings to discuss about production status and ongoing production.
- Work with production teams to ensure cost-effective, high quality and timely delivery of products.
- Provide job training to workers to meet production goals.

➤ Working as Sales & Marketing Executive with Asaat Trading LLC FMCG (From Nov 2016 - Dec 2019 (3 years)).

- Checking stock with supervisors in outlets and making orders.
- Managing Stock level for weekend Market sales.
- Confirming with merchandiser that keeping Stock items in proper place & Correct order by Expiry date.
- Confirm availability of stock with the logistics team .
- Maintain and develop relationships with existing customers in person, via telephone calls & emails.
- Negotiate on price, costs, delivery & specifications with buyers and managers.
- Review own sales performance, aiming to meet target.
- Record sales and order information and sending copies to the sales office.
- Attend team meeting and share best ideas with colleagues.

➤ Worked as Administrator with Spinneys (From July 2015 - Oct 2016 (1 year 4 months)).

- Issuing Local and Import purchase order.
- Coordinate product stocks flow to minimize issues leading to operational efficiency.
- To ensure that customers are served courteously and efficiently.
- Inventory Control .
- Basic Hr functions/ staff payroll.
- Retail Sales, customer count and spend acceleration analysis and reports to Regional Managers.

➤ Worked as Production Head & Event Photography with 14 Peaks Event Management India LTD (June 2010 - June 2015 (5 years)).

- Contribute to staff appraisals & supervision process.
- Manage staff sickness levels, organising necessary cover on a day to day basis.
- Facilitate regular staff meetings & Provide necessary organisational information to staff team.
- Provide necessary organisational information to staff team.
- Client Servicing & Negotiation with vendors.
- Motivate & inspire team members.
- Event Photography.

AREA OF INTERESTS

- ⇔ PHOTOGRAPHY & EVENT MANAGEMENT.
- ⇔ BUSINESS ADMINISTRATION.
- ⇔ HARDWARE & NETWORKING SYSTEM ADMINISTRATOR.

IT & Other SKILLS

- ⇔ CCNA , MCSE, COMPUTER HARDWARE ASSEMBLING & MAINTENANCE.
- ⇔ MS Office & Internet.
- ⇔ OS - Xp, Windows 7 & 10.

ACADEMIC CREDENTIALS (Highest Degree)

- 🇮🇳 (2007-2010) Bachelor's of Business Administration, Periyar University, Salem, Tamil Nadu, India.
- 🇮🇳 2007 CCNA & MCSE, Indiaoptions.com, Cochin, Kerala, India.
- 🇮🇳 2006 Diploma in computer hardware, Thyagarajar polytechnic college Alagappa nagar, Kerala, India.
- 🇮🇳 (2005-2007) HSC Kerala, India (State board).
- 🇮🇳 2005 SSLC Kerala, India (State board).

PERSONAL DETAILS

- Date of Birth : 20-01-1989.
- Marital Status : Single.
- Nationality : Indian.
- Passport number : H5632483.
- Visa Status : Grase Period.
- Driving License : UAE & INDIA.
- Languages known : English, Hindi, Malayalam, & Tamil.
- Current Address : Al Eisa Building, Room-102, Karama, Near LULU Hypermarket .

DECLARATION

I hereby declare that the information's furnished above is true to the best my knowledge and belief.

Date: 12-10-2020
Place: Dubai

Yours Faithfully
(Sreejith.P.N)