

**MANOJ KUMAR S**

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**+971543045710**

**Dubai - UAE**



## **SUMMARY**

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Highly Motivated Marketing Executive, with 10 years background in Sales and Marketing. Adoptable to evolving efficient and effective Sales and Marketing with highly level of accuracy to meet Clients expectations, Customer Service and target oriented after sales service.

## **SKILLS**

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- Communication skills - Reliable - Punctual – Flexible - Working under stress- Target oriented.

## **WORK EXPERIENCE - 15 Years Experience in Sales and Marketing and Office Administration (UAE & INDIA)**

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- 1999 – 2000 Apprentice Trainee @ KRL – Ambalamukal, Kochi
- 2000 – 2005 Bel Ceramics (Floor Tale Company) as store keeper @ Kochi
- 2006 – 2007 Sales Officer (Off Roll) @Milano Bath Fittings - Kochi
- Nov 1 2007 – Feb 2011 as a Sales Executive (Pay Roll) @H&R Johnson (India) Limited – Kochi & Calicut
  - Provide efficient support and excellent customer services.
  - Ensuring the customer feels welcomed, valued and appreciated.
  - Ensure that customer satisfaction is achieved by solving problems efficiently.
  - Make a genuine connection with the customer.
- Mar 2011 – Apr 2015 ALLIED ARAB TRADING Co. LLC @ Abu Dhabi (Building Materials) as a sales officer
- May 2015 – Apr 2018 Red Neptune Ready mix Concrete Pvt. Ltd – Kochi (Asst. Manager Sales)
  - Generate client leads to buy, sell.
  - Coordinating appointments.
  - Facilitate negotiations.

- **Sep 2018 – Jun 2020 Soorya Travel Agency @Kochi (Own Company, Accounts and Administration)**

### **EDUCATIONAL QUALIFICATION**

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- Diploma in Domestic Sanitation & Plumbing – 1993 - 1995
- B. Com Completed - MG University – 1996 - 1998
- Higher Secondary – 1991 - 1994
- Sslc – 1990 - 1991

### **LANGUAGES AND SKILLS**

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- English: V. Good (written & Spoken)
- Hindi: V. Good (written & Spoken)
- Malayalam: V. Good (written & Spoken)

### **COMPUTER SKILLS:**

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- MS Office: Windows, Excel & PowerPoint

### **PERSONAL DATA**

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Date of Birth	: 30/05/1976
Nationality	: Indian
Passport No.	: K0081509
Marital Status	: Married.

**Date: 17-03-2021**

**Place: UAE**

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