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SILPA C S

A self motivated professional, enthusiastic to grow as a prominent business development, marketing and sales professional by utilizing the sound business knowledge, analytical skills, flexibility to work under different environments and ability for quickly adapting to get the best out of me.

EXPERIENCE

AVRCO BUILDING MAINTENANCE – DUBAI, UAE

Business Development Executive (January 2022 – Present · 5mos)

- Identifying new sales leads
- Following up clients for up selling and maintaining fruitful business relationship.
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Making sure that client has credited full value of invoice.
- Preparing quotes and securing approval before sending to clients.
- Generating LPO for our suppliers
- Procurement and inventory management

PENS GALLERY – SHARJAH, UAE

Sales, Marketing and Administrative Assistant (September 2019– October 2021 · 2yr 1mos)

Responsibilities:

- Process orders via email or phone.
- Generating LPO and quotes.
- Petty Cash Management
- Handling purchase and sales ledger
- Reviewing vendor quotes for management approval.
- Monitoring inventory levels for timely placement of orders
- Develop new and maintaining relationship with existing customers.
- Providing key inputs for planning and forecasting.

BLACKWASH LABS PVT LTD – KERALA, INDIA

Business Development Executive (February 2015 - July 2016 · 1yr 5mos)

Responsibilities:

- Support business development and knowledge management initiatives.
- New product launching and digital marketing.
- Develop and managing relationship with assigned prospects, customers, and work with sales staff to assess account potential.
- Maintaining relationships with existing customers.
- Lead the firm promotion team.
- Develop new business opportunities searching for market intelligence

ACHIEVEMENTS

23% increase in budgeted sales for the year 2020 in Pens gallery.

New product launch completed successfully and implemented business continuity plan in Black Wash PVT LTD.

EDUCATION

Master of Business Administration (**MBA**): Specialized in Marketing Management, Production and operations from Union Christian College Kerala, MG University (2015).

Bachelor of Computer Application (**BCA**): Specialized in computer applications from De Paul Institute of science and Technology Kerala, MG University (2013).

SKILLS

Microsoft office applications, Strong communication, Procurement, Negotiation, Leadership, Critical thinking, Decision making, Team player, Multitasking, Problem Solving, Time Management, Work Ethic, Typing Skill, market research, Social media(Strategy, Campaigns etc).

LANGUAGE PROFICIENCY

English, Malayalam, Tamil, Hindi

PERSONAL DETAILS

DOB : 02/01/1993

Nationality : Indian

Marital Status: Married

Visa status : Spouse Visa

REFERENCES

Avail upon request