

PRANOY ROY

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UAE & INDIAN Driving license: Manual



CAREER OBJECTIVE

To be part of an integral organization by utilizing my best capabilities, experiences to the optimum level and knowledge to achieve organizational goals and provide ample scope for learning and career growth.

PROFESSIONAL SUMMARY

Highly motivated sales associate with extensive customer service and sales experience. Performance driven sales manager skilled in creating sales plans and leading successful product deliveries, promotions and development. Enthusiastic sales manager and dedicated employee with high integrity, strong work ethic and great leadership skills.

EXPERIENCE

Position : **MANAGING PARTNER**
Period : **July 2019– April 2021**
Location : **Chadayamangalam, Kerala (India)**
Company Name : **Bean Natural Enterprises**
Areas of experience : **Sales, Marketing & Purchasing**

JOB PROFILE: -

Responsible for all aspects of the business- Sales, Training, Marketing, Purchasing, Accounting, Negotiations and Customer service, successfully established and executed a marketing strategy to expand and increase sales.

Position : **SALES MANAGER**
Period : **June 2016 – August 2018**
Location : **Umm Al Quwain, (UAE)**
Company Name : **Innovative Metallic Industries L.L.C**
Areas of experience : **Sales & Marketing**

JOB PROFILE: -

- Creates and manage receivable and payable accounts.
- Directly drives to Oman on monthly basis for sales & marketing.
- Sales, Marketing & Purchase are done directly and traveling was a daily routine.
- Maintain stock reports.
- Enter all the purchase, sales, payments and receipts bills in the software.
- Set payment period and make follow up for money.
- Ensure that the payables are paid within the credit period.
- Verify sales documents and evaluate if there are any differences.
- Coordinates with the storekeeper to find the item codes and helps him in verifying the products unloaded in the warehouse.
- Prepare weekly and monthly reports to the management. (Purchase, Sales, Payments, Receipts and Petty cash reports)

Position : **Customer Service Executive**
Period : **Sept 2014– March 2015**
Location : **Anchal, Kerala**
(INDIA) Company Name : **Muthoot Fincorp LTD**
Areas of experience : **Maintain cash transactions, Customer relations and Stock keeping**

JOB PROFILE: -

- Handling and vaulting of cash & gold,
- Up selling, Cross Selling of products likes Fixed Deposits, Health Insurance, Swarnavarsham Jewelry, etc.
- Finalization of accounts at periodical intervals-monthly, quarterly, half yearly & annually.
- Responsible for expenditure and collection transactions.
- Handled customer inquiries, researched problems and developed solutions.
- To train the junior executives,
- Maintaining track record of company's expenses.
- Assisted in carrying out company's internal & gold Audit.
- Carried out various functions related to bank from loans to online banking.
- Preparing BRS, front desk handling, meeting daily operation needs.

KEY SKILLS

- Top- rated sales performance
- Online marketing strategies
- Account management
- Negotiation skills
- Competitive analysis
- Customer targeting
- Strategic partnerships
- Good communications skills
- Good interpersonal skills

EDUCATION & TRAINING

NO	Course	Specialization	Institution	University	Year	GPA
1	BSc	Electronics	Marthoma College of Science & Technology, Ayoor	Kerala	2010-2013	1.88

CERTIFICATIONS

Cisco Certified Network Associate (CCNA) Routing and Switching

- Cisco ID No. CSC012829796

TECHNICAL SKILLS

- Manage connection, configuration and organization of Cisco equipment in IT architecture of Organization.
- Configure IT LAN/WAN features
- Provide first-level technical support; assisting users who have network problem.
- Computer assembling and maintenance.
- Software's: MS Office, C, C++

LANGUAGE PROFICIENCY

English, Hindi, Tamil & Malayalam

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 07-01-1991
Marital Status : Married
Passport No : L7410425

PERMANENT ADDRESS:

Karuvelil House
Ezhiyam P.O
Anchal, Kollam (Dist.)
Kerala, India. Pin: 691306

DECLARATION

I hereby declare that the particulars mentioned above are true and correct in best of my knowledge and belief.

Name: **PRANOY ROY**

Date :

Place: