***Resume* **

**ANAZ KASIM.K**

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# ***OBJECTIVE***

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

# ***SUMMARY***

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

# ***MODULES COVERED***

**Fundamentals of computer**
**MS-Office:** MS-Word, MS-Excel, MS-Power point
**Operating System:** Windows, Dos
**Accounting Software:** Tally (5.4-7.2)

# ***WORK EXPERIENCE***

* Two years’ experience from **Janabco Motor”s, Kerala, India** as a post in Salesman & Evaluator (2000 to 2002)
* One year experience from **Granite India Sales Corp.** **Kerala, India** as a post in Marketing Executive. (2002 to 2003)
* Four year experience from **Lulu Hyper Market, UAE** as a post in Customer Service Executive, Store keeper and Household Supervisor (2003 to 2007)
* Five years’ experience from **New Tawar Bakery, Doha, Qatar** as a post in Sales Executive(FMCG division) ( 2007 to 2012)
* Six years’ experience from **Al Mana & Partners(Unilever and Friesland Diary Products )** as a post in Sales and Marketing Executive (2012 to 2018 )
* One year experience from **Maruti – Suzuki** as a post in Senior Relationship Manager (2018 to …)

# ***RESPONSIBILITIES***

* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* Maintaining AD stock as per norms, Document collection, Provide daily updated data to AD., Promoting the Brands & Encouraging the Sales through various Promotional Activities, Establishing a healthy relationship with retailers, Promoting Sales through Visibility in my area.
* Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Data Entry, Updating accounts, Networking with different stake Holders and organization.
* Getting order through buying house and export house
* Proper execution of order and dispatch it on time.
* Follow up for payment.
* Develop new sample for client.
* Maintain good relation with client.
* Good Product Knowledge & Flair For Automobile Industry
* Operational Knowledge On Finance, Insurance ,RTO Processes & Exchange
* Excellent Communication and Selling Skills

# ***ACADEMIC QUALIFICATION***.

* Pre-Degree from Christ College, Thalassery, Kerala
* High School from MMHS, New Mahe, Kerala

# ***EXTRA CURRICULAR ACTIVITY***

* Joined National Service Scheme at College level and participated in various camps organized by it.

# ***STRENGTH***

* Positive thinking
* Hard Working
* Result Oriented
* Customer Centric

# ***PERSONAL PROFILE***

* Date of Birth : 04/01/1982
* Languages Known : English, Hindi, Tamil, Arabic & Malayalam
* Driving License : Valid Qatar and Indian Driving License
* Present Address : Safiya Manzil,

 Azhiyoor (PO), ( MAHE)

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 Vadakara 673309

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