

# Vinayaka Mohan



## Contact

**Address:**

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## Skill Highlights

- Good Leadership
- Strong decision maker
- Complex problem solver
- Organizer
- Innovative
- Quick learner

## Software Skills

Microsoft office

Word

Excel

## Languages

English

Hindi

Tamil

## Core Competencies

- Possess good knowledge and working experience in MS Office Excel and related software's.
- Good written and spoken communication skills and a fast learner
- A good team player with leadership qualities.

## Summary

Responsible for promotion and selling a company's products and services, identifying potential clients, generating leads, engaging with prospects, demonstrating product features, negotiating, and closing sales.

## Current Position

**Sales Executive** – November 25, 2019 to present Modern Marble Contracting, Kingdom Of Bahrain.

**Job Description:-**

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms

## Education

- Master of Business Administration (HR & Marketing) - Bangalore University
- Bachelor of Commerce - Madurai Kamraj University
- Plus Two (Kerala State Board)
- IELTS(with an overall band score of 6 out of 9)

## Strength

Exceptionally well organized, strong ethics and willingness to work hard for achieving employer objectives are things which I wish to pin point as my strengths.

## Additional Details

Nationality : Indian

Date Of Birth : April 22 1994

Passport Number : P 2269572

Visa status : Resident Work Visa (Transferable)

CPR Number : 940443767

Driving License : Valid Bahrain license