



VIVEK V NAIR



Contact

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Kollam, Kerala
India



Education

B.Tech-Automobile
Engineering

Anna University
2012 - 2016



Skills

Sales and Marketing:

- Lead Generation
- Sales Process Management
- Digital Marketing

Automobile Industry:

- Automotive Technology
- Product Knowledge
- Market Trends

Technical Proficiency

- MS Office (Word, Excel, PowerPoint)
- Search Engine Utilization



About Me

Automobile Engineering graduate with 3 years of sales experience in both digital and automobile industries. Proven expertise in sales processes, lead generation, and a nuanced understanding of human and emotional aspects in transactions. Energetic and ambitious sales executive with a track record of driving sales growth and adept at building strong relationships with clients and stakeholders. Open to diverse functional areas, dedicated to providing exemplary work in support of the company's mission.



Work Experience

ADMIN Trainee

LAHEJ AND SULTHAN AL BARSHA, DUBAI

2021- 2023

Plan, develop and implement appropriate strategy for HR management and development appropriate for a security firm (including recruitment, discipline, grievance, payroll administration, training and development, performance appraisals and quality management issues). Monitor and ensure all core and outsourced staff adhere to company policies and follow through with disciplinary measures in the event of violations. Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of HR development. Provide oversight and coordination of all administrative needs for non-core outsourced personnel. Create and ensure an enabling personnel development environment that maximizes and empowers deployed security employees' productivity. Ensure optimum Service Agreement Levels for all outsourced critical performance activities

SALES EXECUTIVE

CANON IMAGE SQUARE ALLEPEY, KERALA

2019 - 2020

Experienced in customer engagement and sales strategies, I excel in creating welcoming environments and closing deals. Skilled in product distribution and relationship building, I handle customer interactions, liaise with suppliers, and ensure secure data management. I am multilingual (English, Malayalam, Tamil, Hindi) and adept at marketing and advertising for new and existing products.

SALES EXECUTIVE

VOLKSWAGEN (I) PVT LTD KOLLAM, KERALA

2016 - 2018

I specialize in establishing and maintaining customer relationships through prompt follow-ups via email, internet forms, and phone calls. Utilizing a consultative sales approach, I match customers with suitable vehicles, conduct informative test drives, and explain associated costs. I stay updated on industry trends, inform customers about dealer services, and educate them on vehicle features and options. My focus is on guiding customers to informed purchases that align with their needs and budget.

SALES EXECUTIVE/ OFFICE ADMINISTRATION

ZION CAMERAS, KOLLAM, May 2016- December 2016

Experienced in guiding camera purchases, offering accessory insights, and representing the company at events. Skilled in market research, client demos, and contributing to strategic sales plans. Proficient in crafting proposals, ensuring successful closures, and maintaining an efficient performance management system.



References

Charli S Panicker

Cannon Image square.

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