**Binu Varghese**

 Phone ; 8129148241

 Address Erumathala p.o.Keezhumadu

 Email; binugopurathingal@gmail.com

|  |
| --- |
|  |

**SUMMMARY**

A dynamic professional with over 4 years of extensive experience as a marketing executive .hands on experience working in fast paced environment with changing priorities and get result though others ability to work collaboratively and to make independent decisions.

* Organize and maintain systematic office files and records
* Organizational and time management skill
* Ability to learn from feedback on the performance
* Employee recruitment
* Knowledge in Microsoft office
* Business management
* Customer service skill
* Office management

**WORK EXPERIENCE**

1. **Working as Marketing Executive at HYCOUNT PIIPES since JAN 2019.**
* Responsible for conducting an effective and competitive telemarketing activity, and gathering, recording analyzing data.
* Providing new business opportunities for the sales team to help them achive company sales targets and improve profitability.
* Accessing the company internal systems to obtain and extract information and provide customer services management.
* Responsibilities also include ensuring customer satisfaction through callbacks, e-mail and surveys.
* Coordinating with the Managers regarding the sales target.
1. **Worked as Marketing Executive at CRI PUMPS from May 2017 to Dec 2018**
* Collecting the database of the customers.
* Calling the customers & visiting them.
* Understanding the need of the customers.
* Providing the relevant information to the customers

**EDUCATION**

 **Post graduate ; MBA (**master of business)

 **Graduation ; BBA (** bachelor of business administration)

* MASTER OF BUSINESS ADMINISTRATION **(** MBA**)** with specialized FINANCE (major) MARKETING (minor) from MES AIMAT (Advanced Institution of Management and technology) Marampally .affiliation M.G university
* BACHELOR OF BUSINESS ADMINISTRATION (BBA**)** with specialized MANAGEMENT from JAI BHARATH ART AND SCIENCE COLLEGE Aracapady . .affiliation M.G university
* HIGHER SECONDARY From GOVERNMENT HIGHER SECONDERY SCHOOL SOUTH VAZAKULAM (GHSSSV

**PROFESSIONAL EXPERIENCE**

Total I have four years of experience, Currently work ; in **HYCOUNT PIPES**

**Employer ; CRI PUMPS**

**Position held ; marketing executive**

**Period of service ; two years**

**Employer ; HYCOUNT PIPES**

**Position held ; marketing executive**

**Period of service ; presently working**

An impressive communicator with strong coordination ,transition management, Able to define and understand detailed requirement ,define understand and able to analyses the non functional requirements of the project, Excellent communication ,analytical ,interpersonal and presentation skill, accounting management (sales forecasting)

**Highlights**

* Help to coordinates dozens of recruitment event
* plan promotion activities
* data entry filing records management and billing
* Conducting research and analyzing data to identify and define audience . Organizing events and product exhibition
* Monitoring performance Updating dealers sales
* Communication with co workers ,management and clients in a professional manner provide necessary report requested by management in timely manner
* Answering and resolving service issues
* Entrusted to manage office in supervisors absence ,provide timely ,courteous and knowledgeable response to information request

**ADMINISTRATIVE SKILL**

* Excellent time management and communication skill
* strong attention to detail and problem solving skill
* Self motivated and honest
* Flexibility and Team Player,
* Tally
* Data base administration
* Data Entry Operations,
* Use of Email, Internet.
* Office management

**ACADEMIC ACTIVATES**

* Completing main PROJECT with FINANCE specialization at“**G.T.N TEXTILES** Aluva as a part of **MBA** training
* Successfully completing on the job training at “**SHAREWEALTH SEQURITIES LIMITED”** Thirssurr.
* Completing two month’s organizational study at **“ARJUNA NATURAL EXTRACT PVT LTD”** Aluva as a part of **MBA** training
* Completing one month’s main project at **“ARJUNA NATURAL EXTRACTS” Aluva** the topic of **Employee Turn Over**. as a part of **BBA** training
* Participated in various **MANAGEMENT FESTS.**

**PERSONAL DETAILS**

NAME  **:** BINU VARGHESE

AGE  **:** 25

DATE OF BIRTH  **:** 04-08-1994

FATHER’S NAME  **:** G.L VARGHESE

MOTHER’NAME  **:** ANNE VARGHESE

CASTE : CHRISTIAN (RC)

ADDRESS  **:** GOPURATHINGALL (H) ERUMATHALA

 P.O, KEEZHUMAD ALUVAPIN - 683112

SEX  **:** MALE

NATIONALITY  **:** INDIAN

MARITAL STATUS  **:** SINGLE

LANGUAGE KNOWN  **:** ENGLISH, MALAYALAM,

HOBBIES  **:** SWIMING, WALKING

PH  **:** 8129148241

FROM,

Binu Varghese

Gupurathingal House

Erumathala.P.O, Keezhmad

Aluva-683102, Ernakulam

Kerala, India

phone: 8129148241

E-mail ***binugopurathingal@gmail.com***

TO,

THE HUMEN RESOURCE DEPARTMENT

SUB **:**  APPLICATION FOR MARKETING OFFICERS

Sir,

IBINU VARGHESE presently working in team traders marketing , Total I have four years of experience in marketing executive ,humbly present my candidature for the above said post .Kindly consider my application for the above said post

 Yours faith fully

 Thanking you

 Date

 BINU VARGHESE

 Place