

# NIGESH KANHANAGAD



## Email

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## Address

Oman

## Personal Details



Nationality	Indian
DOB	12 <sup>th</sup> Sep 1991
Profile	Male, Married
Passport No.	V2025398
Expiry Date	19-10-2031

## Languages Known

English	Malayalam
Hindi	Tamil
Arabic	

## Objective

Results-driven Sales Executive with a proven track record of exceeding targets and driving revenue growth. Dedicated to building strong client relationships and providing exceptional customer service. Seeking to leverage my skills in sales strategy, negotiation, and communication to contribute to a dynamic sales team and achieve mutual success.

## Professional Experience

Apr 2021 - Jan 2024

### Outdoor Sales

QCON General Trading LLC.

#### Duties and Responsibilities

- Initiate daily calls and face-to-face meetings with customers.
- Cultivate and nurture relationships with both new and returning customers.
- Maintain comprehensive records of all sales leads and customer accounts.
- Provide education to customers on the financial and professional advantages of our products or services.
- Effectively promote and sell the company's products or services within the designated territory.
- Stay informed about industry competitors, new products, and market conditions to better understand customers' specific needs.

Apr 2018 - Mar 2021

### Showroom In charge

QCON General Trading LLC.

#### Duties and Responsibilities

- Fulfill the role of Counter Sales, Logistics, and Customer Support Executive.
- Currently oversee operations at the dip showroom, including attending to walk-in customers and achieving sales targets.
- Coordinate deliveries to meet customer specifications.
- Manage various projects for different sales managers.
- Handle document control tasks such as attaching delivery notes and preparing invoices for the collections team.
- Proficient in utilizing Zoho Books, Zoho Mail, Zoho Desk, Zoho CRM, and Zoho People.

Dec 2012 - Dec 2017

### Showroom Sales Executive

Emirates China Commercial Center (Abu Dhabi - UAE)

#### Duties and Responsibilities

- Supervisory experience in an office environment.
- Possess comprehensive knowledge of building materials, specializing in tools and hardware.
- Conduct follow-ups for the collection of receivables and payables related to sales transactions. Ensure timely payment of bills by clients and organize payments to local suppliers.
- Prepare and maintain daily/monthly sales reports in collaboration with the sales team.

Personal And Professional Skills

- Communication Skills
- Interpersonal Skills
- Negotiation Skills
- Persuasion Skills
- Adaptability
- Resilience
- Time Management
- Problem-Solving Skills
- Emotional Intelligence
- Confidence
- Sales Strategy
- Product Knowledge
- Customer Relationship Management
- Market Research
- Closing Techniques
- Presentation Skills
- Networking
- Financial Acumen
- Territory Management
- Team Collaboration

- Provide attentive customer service, following up regularly to ensure satisfaction and explore new opportunities.
- Implement product merchandising strategies to enhance visibility during marketing activities.
- Foster strong relationships with wholesalers and stockists.
- Manage customer database and maintain excellent rapport with clients.
- Skilled in developing and implementing collection plans, and monitoring collection progress.
- Recognized by supervisors for flexibility in adjusting work hours and filling in for absent employees as needed.
- Prepare daily progress reports and oversee overall company activities.
- Keep updated on new product launches, seasonal offers, promotions, and advertising guidelines.
- Provide support to the corporate office via phone for work-related queries.
- Send periodic reports to management.

Nov 2008 - Aug 2012

Secretary cum, Office Assistance  
Bharthi Airtel

Duties and Responsibilities

- Provide administrative support to ensure efficient office operations.
- Manage and maintain executives' schedules, appointments, and travel arrangements.
- Assist in the preparation of reports, presentations, and correspondence.
- Handle incoming and outgoing communications, including emails, phone calls, and mail.
- Organize and maintain office files, records, and databases in both physical and electronic formats.
- Coordinate meetings, conferences, and events, including arranging logistics and preparing meeting materials.
- Greet visitors and clients, answer inquiries, and direct them to the appropriate person or department.
- Assist in the procurement of office supplies and equipment, and ensure proper inventory levels are maintained.
- Assist with basic bookkeeping tasks, such as invoicing, expense tracking, and reconciliation.
- Perform general clerical duties, including photocopying, faxing, and filing.
- Assist with HR-related tasks, such as maintaining employee records and assisting with onboarding processes.
- Handle confidential information with discretion and professionalism.
- Provide support to other staff members and departments as needed.
- Handle ad-hoc tasks and projects as assigned by management.

Educational Qualification

<b>B.Com</b>	<b>2012</b>
Kannur University Kerala	
<b>Plus Two</b>	<b>2010</b>
Board of Higher Secondary Examinations, Kerala	
<b>S S L C</b>	<b>2008</b>
Board of Public Secondary Examinations, Kerala	

Declaration

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

NIGESH KANHANGAD