CURRICULUM VITAE

MALLIQJAN AKKIVALLI

CURRENT ADDRESS:

LAXMI HARMALKAR COLONY, KARASWADA

MAPUSA, NORTH GOA -GOA 403507   Contact details: +91 7019936753/9480997814

Email Id: malliqjan@gmail.com

CAREER OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, inter personnel skills and ability to work well with people to achieve the organizational goals set by the management.

SKILLS:

COMUPTER: Experience with MS Word, MS excels and Open office, Typing speed and accuracy

TALLY   :   Learnt Tally ERP 9

Mail & Internet: Very well-known and worked

WORK EXPIERENCE:

1) **Working as Sr Senior Sales Executive in Ample technologies Pvt ltd (iMagine Apple Premium Store) from October 2019 to till date.**

    Work Responsibilities.

- Attending walk-in customers in store.
- Providing all kind of service and support to customers.
- Suggesting right product according to customer requirement and giving detail demo of products.
- Filling customer data in software for follow up.
- Preparing daily, weekly, and monthly sales report of store.
- Stock checking of store every week and month end.
- Assisting to store manager in store administration and logistics and other required work.
- Giving training to new staff.
- Handling overall store cash and depositing to bank.
- Responsible for giving training to customers on the basis of products.
- Stock inwarding and outwarding
- Controlling shrinkage.

2) Worked as a <u>Field Sales Officer</u> in <u>Reliance Retail ltd</u> (Ajio business ltd) From June 2019 to October 2019.

<u>Work Responsibilities.</u>

- Handling the enrolling of customers for the products and services on the Reliance B2B platform within the assigned territory.
- Completion and validation of database of retailers based on market visits within the territory.
- Responsible for recruitment and on boarding of interested retailers and wholesalers, building and maintaining string professional relationship with them.
- Responsible for demonstration and handholding of each customer in the initial stages of the platform adoption.
- Responsible for training and also troubleshooting of my set of customers with respect of the platform.
- Responsible for achieving on boarding targets, adoption targets, sales targets and delivery of high quality customers service to existing and potential customers.
- Responsible for identification of potential partners for Retail Branding depending on share of business and selling the concept to them.
- Routine coverage of retail outlets on a planned frequency to maintain contact and ascertain usage based on dashboards provided for each retailer.
- Identifying opportunities for new products/services that can be introduced on the platform and also for creation of events across platform and retail to drive a higher adoption and velocity education.

3).Worked as <u>Marketing Officer</u> in SJMMCSL Co-operative Society Ltd For 2.5 years (2016 to 2018)

<u>Work Responsibilities</u>

- Sourcing lead from open market.
- Achieving monthly target.
- Documents check, credit check,
- Research and obtain further information for incomplete documents.
- Maintain inventory inwards and outwards and documents management.
- Keep information confidential
- Login loan files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.
- Maintaining good relationship with customer.

- Solving customer queries on field.

ACADEMIC DETAILS:

COURSE	INSTITUTE/BOARD	PASSING YEAR	PERCENTAGE
SSLC	K.S.E.E.B	2008	54%
PUC	KPEB	2010	62%
B.COM	KARNATAK UNIVERSITY	2013	74%

PERSONAL DETAILS:

NAME: **MALLIQJAN AKKIVALLI**

FATHER NAME: **ALLABHAKSH**

MOTHER NAME: **MEHARUNISA**

D.O.B: **13 APRIL 1992**

NATIONALTY: **INDIAN**

PASSPORT NO: **R0321855**

PERMENANT ADDRESS: AT.PO. BELAGALPETH TQ.HANGAL DIST.HAVERI, KARANTAKA, INDIA – 581104

LANGUAGE KNOWN: ENGLISH, HINDI, URDU, KANNADA.

DECLARATION:

I hereby declare that the above information is true and best of my knowledge.

Place:

Date: MALLIQJAN AKKIVALLI