

RANEESH RAJAN R

Sales Support Officer

Contact

Address

Delhi, India 110045

Phone

+91 99462 72726

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raneeshrahul9@gmail.com

Skills

Teamwork and
Collaboration

Flexible and Adaptable

Time management

Patience

Problem-solving

Software

MS Office

Adobe

Photoshop / Illustrator /

Pagemaker / FlashPlayer /

Dreamweaver / Premiere Pro /

After Effects / Director

Sound Forge

Autodesk 3DS Max

HTML

Oracle ERP

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2019-03 -
2023-03

Sales Support Officer

*Johnson Controls Hitachi Air-Conditioning India Ltd,
Delhi*

- Approvals verify, Format and approval separate save data for each dealer / customer
- Communicated progress of monthly and quarterly initiatives to internal and external sales teams.
- Built and maintained tracking databases for variety of measuring aspects.
- Managed and organized documents for data entry tasks.
- Coded and processed applications into required electronic formats.
- Updated and maintained customer information, documents and records.
- Checked for accuracy by verifying data and records.
- Analyzed current data records to provide detailed reports.

2012-01 -
2017-01

Store Supervisor

*Saudi Catering & Contracting Company, Riyadh,
Saudi Arabia*

- Managed supply chain by ordering products from suppliers and requiring on-time delivery.
- Worked with store management to implement company safety programs and awareness.
- Conducted inventory analysis to determine optimal stock levels.
- Answered questions about store policies and addressed customer concerns.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.

Languages

English
Hindi
Malayalam
Tamil

2010-01 -
2010-06

Junior Production Expert

Techband Technologies Pvt Ltd, Trivandrum

- Supervised ongoing daily production phases.
- Coordinated merchandising, promoted new products and increased brand awareness.
- Established operational objectives and work plans and delegated assignments to subordinate managers.
- Improved distribution efficiency with design, development, and testing of embedded software applications.

Education

Master of Multimedia & Animation Specialist

CMS - Kannur, Kerala

Bachelor of Commerce

Madurai Kamaraj University - Madurai, Tamilnadu

Accomplishments

Best Employee of the month for the month of April 2013 in Saudi Catering And Contracting Company.

Personal Information

- Date of Birth : 31-10-1988
- Marital Status : Married
- Nationality : Indian
- Passport Number : J2662502
- Address : Flat no - 201, C - 141, Ashoka Apartment, Gali No - 10, Gurudwara Road, Mahavir Enclave, Delhi - 110045.