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FAST ⚡ RESUMES

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TEXT RESUME SAMPLE

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ARNAV S

Contact: XXXXXXXX | Email: Abc@gmail.com | LinkedIn: www.linkedininxxxxxxxxxxx

SALES & MARKETING VETERAN | BUSINESS GROWTH LEADER | BUSINESS DIRECTOR
- Offering 17+ years of expertise

PROFESSIONAL SYNOPSIS

- ✓ **Domain:** Pharmaceutical | Environmental | FMCG
- ✓ High impacted business professional with efficiency in owning operational evaluations and justification by working with cross diverse departments to develop solutions, prepare financial analysis and models, and structure internal decision support packages
- ✓ Adeptness in driving revenue, increasing client penetration, and strengthening partnerships; identifying and implementing sales strategies at relevant current publisher partners.
- ✓ Expert in setting benchmarks for ongoing trainings of the sales representatives ensuring their medical and technical knowledge are abreast with the industry's prevalent practices regarding the company's products, prices and compensations
- ✓ Verified success in augmenting the profitability of the company Medical Hygiene Services for 3 consecutive years through various approaches including market diversity, lead by example and mentoring and coaching
- ✓ Received appreciation certificate in the recent association and from the IT company for establishing ERP system
- ✓ Credentials in acquiring ISO certificates namely: 9001; 14001; 18001 and applied by the company in adherence with the ISO procedures

Professional Attributes:

- ✓ People engagement professional, with an ability to foster collaborative professional network with cross-functional teams while ensuring employee centric approach and addressing priorities.
- ✓ Entrepreneur mindset with excellent interpersonal, communication & negotiation skills in establishing & maintaining effective working relationships at all levels of the organization with the ability to work on multiple tasks with tight deadlines.

Skills Displayed:

Strategic Leadership	Business Development	P&L Accountability	Business Risk Mitigation
Retail Sales	Cost Control & Budgeting	Customer Service	Portfolio Management
Performance Evaluation	Capital Structuring	SLA Upkeep	Team Management

AREAS OF EXPERTISE

SALES & MARKETING LEADERSHIP

- Manage several existing corporate partnerships including the development of new revenue opportunities, utilizing activation-based selling, creating value added opportunities and beneficial market activation programs
- Emphasize large customer relationships delivering consistent, over-dimensional volume in the B2B & B2C space
- Prepare and submit several MOH bidding

STRATEGIC PLANNING

- Perform initiation and implementation of process and procedure changes and improvements and ensured optimal utilization of the available resources
- Involve in conceptualization and execution of competent strategies, processes and policies for the operational efficiency & ensured the required requisite changes are made as needed

REVENUE GENERATION

- Construct short and long-range business plans and effective business development models and strategies; implement the models at the initial level in a competitive environment
- Lead revenue progress with minimal costs by playing a pivotal role in improving the bottom line
- Perform definition & execution by delivering leadership to the entire strategy roadmap for the business

TRAINING & DEVELOPMENT

- Contribute to the organizations efficiency by motivating, counseling, skills development and product knowledge development of the team
- Establish an approach of performance evaluation through reports and communications; sales reports, cyclical sales meetings and more
- Spearhead functions including planning, recruiting, directing, organizing and controlling sales supervisor and sales representatives to accomplish organizational objectives.

PEOPLE ENGAGEMENT

- Build strong business relationships with current and future customers and the communities through displaying a high level of initiative, integrity, and by meeting the commitments.
- Establish successful support, channel and partner programs as well as manage key customer relationships and participate in closing strategic opportunities.
- Inform, collaborate and coordinate with internal key process teams and other key internal and external stakeholders

PROMOTIONAL EXPERTISE

- Responsible for the oversight of all aspects of sales, manage markets pull through, thought leader development, promotional programming, & budget management
- Expert in the clinical data, which affects current product promotion, disease state and market trends
- Make a highly positive first impression and continue to enhance the same through demonstrated professional capabilities and persuasive sales results

WORK EXPERIENCE

Business Director ▶ Medical Hygiene services | Jul '16 - Present

Key Result Areas:

- ✓ Implement and create strategy and business plan for KSA region
- ✓ Administer the funds of the organization within the budgetary parameters and monitor monthly cash flow of the organization
- ✓ Facilitate the senior management with comprehensive and quarterly reports on the revenues and expenditures

Role Highlights:

- ✓ Boosted up the sales figures by 5 million USD in first round of funding
- ✓ Achieved an increment of 35% in sales by constantly mentoring the sales team
- ✓ Successfully increased net profits by 346% in one year through business diversification
- ✓ Launched ERP system by steering cross- functional initiatives

- ✓ Collaborated with cross diverse teams (operation, accounting, HR, sales and marketing) to achieve 35% net profit in first year
- ✓ Exceeded revenue goals in four consecutive quarters
- ✓ Instrumentally carried out the recruitment, interviewing and training functions for 3 members having the right technical and personal attributes

Sales Manager ▶ Mersaco, Novartis CHC, Beirut-Lebanon | Apr '11 – Feb '16

Key Result Areas:

- ✓ Managed the sales team, developed business plans, covered sales, revenue, and controlled expenses, agreed on targets and promoted the organization's presence throughout Lebanon
- ✓ Proven record of resolving all customer requests, questions and complaints; identifying improvement areas and suggesting corrective measures
- ✓ Networked with new and existing customers to review current services and expand sales opportunities, thereby; contributing to maintaining the brand of the company and driving revenue opportunities
- ✓ Negotiated prices, terms of sales and service agreements
- ✓ Conducted weekly and monthly meeting to go through the preset targets, procedures and results to review and compare the achievements, risks and targets met on a year on year basis

Role Highlights:

- ✓ Increased revenue by 23% within the first year
- ✓ Managed portfolio of 1590 accounts with 36M USD yearly revenue achieved
- ✓ Acquired new clients by 20% in one year
- ✓ Increased sales force by 30%

Lecturer ▶ Art, Sciences and Technology University, Beirut-Lebanon | Sep '09 – Apr '11

Role Highlights:

- ✓ Introduced "circle time," which increased students' confidence and ability to engage in conversation with each other
- ✓ Implemented Two Way Communication, an initiative that encouraged students to take equal part during lesson impartation and class discussions
- ✓ Encourage and influence students through class presentations to increase their self-confidence in their social life

Sales Supervisor ▶ Pfizer CHC Beirut-Lebanon | Mar '05 – Mar '11

Key Result Areas:

- ✓ Provided an ongoing training for the medical reps. to possess sufficient medical and technical knowledge to present information on the company's products in an accurate and balanced manner
- ✓ Ensure that all medical representative activities are in accordance with the guidelines of the Pfizer Code of Conduct.

Role Highlights:

- ✓ Achieved target for five consecutive years
- ✓ Increasing number of potential customers by 23% first year
- ✓ Achieved promotion target by establishing and setting seasonal advertisement, and several campaigns, within given frame budget

Previous Engagement:

Medical Representative → Merck Serono, Beirut-Lebanon | Oct '01 – Mar '05

PROJECTS HANDLED

Title: MOH Eastern Province | Title: MOH AlHofouf region | Organization: Governmental Hospitals

Scope:

- ✓ Transport, treat and dispose medical waste
- ✓ Collect medical waste from the facilities and sterilizing any contaminated area produced by medical waste generated by the hospitals
- ✓ Supply the hospitals by medical consumables; conducted awareness training sessions to hospitals regarding clean environment and how to handle medical waste

Achievement: Winning the tender of MOH for five years

EDUCATION CREDENTIALS

- ▶ **MBA in Business** from LAU university || 2006
- ▶ **Bachelor in Analytical Chemistry** from BAU university || 2000
- ▶ **Baccalaureate in Science** from SMOC college || 1996

Trainings:

RBC (Responsible Business Communication)
CFRS (Customer Focused Retail Selling)
Advanced Selling Skills
Winning the battle for the
Customer's Loyalty
Managing Change

Negotiation skills
Strategic Thinking, Goal Setting & Service Excellence
Quality Care and More
Leadership
Marketing
Dr. of sales

PERSONAL DETAILS

Date of Birth: 3rd March 1976 | Languages Known: English & Arabic | Nationality: Lebanese | Address: Aziziah, Khobar, Saudi Arabia



VISUAL RESUME SAMPLE

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CLIENT NAME



A passionate and diligent marketer in quest of senior leadership assignments in Communications, Marketing, Branding, Digital Marketing, CSR, and Commercial roles with industries based in KSA / UAE / Rest of GCC

SENIOR CONSULTANT – MARKETING & BRANDING

- **Certified Digital Marketing Professional & UK MBA Holder** offering 14+ years of experience



Extensive B2C and B2B experience in Traditional and Digital Marketing Communications, Branding, CSR, Events Management, Loyalty and Segment Marketing, Business Planning, Strategy Development & Implementation

PROFILE SYNOPSIS

- Proficient in piloting marketing, branding, content, and call center teams across both retail and e-commerce business divisions, formulating brand vision, strategy, and campaigns, devising and spearheading execution of strategic long and short term marketing strategic plans for both retail and e-commerce business divisions
- Efficient in developing monthly revenue/cost report, complying with project timelines, handling sub-contractor/vendor procurement process, imparting commercial assistance/advice to project teams, preparing sub-contract agreement, evaluating change orders, and preparing/evaluating claims
- Deft in mentoring cross-functional teams and internal and external agencies to launch marketing projects utilizing social media, digital, and viral marketing campaigns, evaluating marketing campaigns and projects effectiveness, and developing tools to optimize campaign execution
- Instrumental in acting as a strategic marketing and branding consultant to numerous small and medium enterprises across Advertising, E-Commerce, Fashion & Cosmetics Start-Up, Real-estate Support Services, and Non-Profit and Confectionary FMCG industries
- Effective in imparting custom-made integrated marketing and branding strategies and solutions for individual clients, sustaining with clients' unique business objectives and requirements, and implementing best practices of marketing campaigns, social, content, and email marketing



MAJOR ACCOMPLISHMENTS

WHITES – GHB, GLOBAL HEALTH & BEAUTY:

- Led the Stay Well project and national cross kingdom distribution of all vital goods to citizens during Covid19 lockdown
- Released SAR 30+ Million tied in stocks through the recovery from Covid19 financial impact
- Launched Whites new website in less than 3 weeks from design phase all the way till launch campaign
- Established the Whites marketing team from ground up and ensured that the young Saudi female talents were well mentored and well progressed career wise

TIDYCO RAIL HYDRAULICS:

- Delivered a full corporate strategy to grow Tidyco's presence beyond its UK base, which was compromised of various markets entry evaluations, criterion setting for entry, recommendation on which new markets to enter, and methods to overcome the various barriers to entry
- Created a comprehensive go-to-market strategy, completed with change management plans, both in terms of their resource's management and the internal cultural shift required to achieve their expansion aspirations

FREELANCING:

- Launched a few SME brands into the market
- Launched 'Homeiez' brand into the Bahraini Market and set up the entire marketing department, structure, work process, policies and schedule, setting up their entire marketing strategy, including 360 degree strategy, digital strategy, brand tone of voice, direction, social footprint and direction
- Steered 'Homeiez' to emerge as the biggest marketplace in Bahrain with their operations growing over 400% during lockdown using the strategies and policies and processes created for them

BAHRAIN TELECOMMUNICATIONS COMPANY (BATELCO):

- Revamped Bateco's AlMasa Loyalty program, that looked into the highest revenue generating customers (annual revenue exceeding SAR 2.5 Million/year) and created a state of the art loyalty program with unique benefits which received 2 awards nomination for the customized strategic loyalty program for the best CE and loyalty categories in the Arabian Gulf in 2012 and in Asia Telecoms Summit in 2013
- Launched the 'Bateco data center visual shop to B2B customers where customers could see, touch, and feel otherwise difficult IT products to explain, and helped to close IT deals with high profile governmental, large corporations, and banks' customers
- Harmonized with the account manager and product team to close a \$100 Million 5 years deal
- Launched Bateco's new brand project in 2009, along with its strategic launch campaign to reinforce the new brand
- Negotiated \$12 million media buying contract, thereby saving more than 50% on annual media spend
- Led the tenders and negotiations for various media agencies, branding agencies, media buying agencies, events management, and production vendors, with values reaching over SAR 80 Million
- Launched 500+ ATL and BTL marketing campaigns across various offline and online media channels

CAREER TIMELINE

Nov 2019 – Present
Whites – GHB, Global Health & Beauty,
Riyadh, KSA
Brand Manager

Feb 2014 – Nov 2014
Tidyco Rail Hydraulics, Derby, UK
Management Consultant

Oct 2006 – Dec 2011
Bahrain Telecommunications Company
(BATELCO), Bahrain
Mobile Campaign Manager

Sept 2015 – Oct 2019
Freelancing
Strategic Marketing, Communications,
and Branding Consultant

Jan 2012 – Jan 2014
Bahrain Telecommunications Company
(BATELCO), Bahrain
Marketing, Segmentation, and Loyalty
Manager

WORK EXPERIENCE

Brand Manager > WHITES – GHB, GLOBAL HEALTH & BEAUTY, Riyadh, KSA | Nov 2019 – Present

- Piloting the marketing, branding, content, and call center teams of 24 employees across both retail and e-commerce business divisions
- Formulating brand vision, strategy, and campaigns with emphasis on creating a thoughtful, creative, and innovative approach
- Devising and spearheading the execution of strategic long and short term marketing strategic plans for both retail and e-commerce business divisions
- Ideating and pioneering the execution of ongoing marketing plans, projects, and activities to ensure attainment of commercial and business targets for both retail and e-commerce platforms
- Conceptualizing and establishing the Whites.net e-commerce strategy along with its own unique digital marketing strategies
- Steering the e-commerce platform development to improve e-commerce performance, deploying best practices in e-commerce marketing, digital marketing, branding strategies, content marketing, and community management, with the first phase of the plan successfully launched mid covid19 with superior results
- Scheming the new re-branding project complete with brand planning, strategic planning, data analysis, and comprehensive rebrand launch campaign in collaboration with other stakeholders to establish disruptive ideas
- Designing loyalty program processes, campaigns, and segmentations by researching and defining cultural, technological, and social trends, and studying their impact on consumer attitudes, behavior, and perceptions
- Presenting an elite shopping experience by building a strategic roadmap, implementing innovative initiatives, policies, and processes to ensure that the shopping experience is consistent across all stores across the kingdom, and that development measures are implemented consistently to ensure consistent progress
- Liaising with the directors of visual merchandising in new store openings to ensure their provision of the best customer experience and consistency on-brand with delivery of commercial success at the same time
- Heading the 'Stay Well' project during covid19 outbreak, a multi-team project including commercial, operations, and logistics teams to ensure adequate availability and delivery of essential consumer goods during lockdown across the entire kingdom and that the internal infrastructure is stable and supports this cause
- Negotiating and signing partnership agreements and contracts with various delivery platforms to ensure wider coverage for services to consumers and a wider range of diversified revenue streams to help mitigate any impact of the lockdown on revenue
- Negotiating on various partnership, loyalty, and joint marketing activities with numerous business entities including banks, telecom service providers, and corporations.

Strategic Marketing, Communications, and Branding Consultant > FREELANCING, Bahrain | Sept 2015 – Oct 2019

- Acted as the strategic marketing and branding consultant to numerous small and medium enterprises across Advertising, E-Commerce, Fashion & Cosmetics Start-Up, Real-estate Support Services, and Non-Profit and Confectionary FMCG industries
- Imparted custom-made integrated marketing and branding strategies and solutions for individual clients based on industry, market research, trends, and situations analysis
- Sustained with the clients' unique business objectives and requirements at the core of each strategy formulation
- Implemented marketing campaigns and deployed best practices of social, content, and email marketing to ensure customers were guided through the buyers' funnel successfully, thereby optimizing the conversion rate
- Designed a unique and compelling integrated CRM and marketing automation strategy to leverage offline customer base, improve the go-to-market approach, and increase revenue, while fostering customer retention, brand affinity, advocacy, and loyalty
- Devised brand strategy, persona, and tonality, and created brand activation strategies to increase brand awareness and affinity, while carefully balancing brand equity with commercial growth
- Developed unique value proposition, partnerships, category management, and call-to-action-oriented digital media, SEO, and content strategy campaigns, aimed at key customer segments
- Administered campaign executions to ensure attainment of optimal campaign performance, overall profitability, revenue growth, maximum market penetration, brand awareness, sell-through, and client satisfaction objectives

Management Consultant > TIDYCO RAIL HYDRAULICS, Derby, UK | Feb 2014 – Nov 2014

- Conducted comprehensive and strategic analysis of company, industry, and market to determine best options for market growth and meet international expansion objectives
- Delivered a complete study, detailed action plan, and change management plan to accomplish strategic international growth and expansion objectives for selected countries

Marketing, Segmentation, and Loyalty Manager / Mobile Campaign Manager > BAHRAIN TELECOMMUNICATIONS COMPANY (BATELCO), Bahrain | Oct 2006 – Jan 2014

Career Progression: Marketing, Segmentation, and Loyalty Manager: Jan 2012 – Jan 2014 < Mobile Campaign Manager: Oct 2006 – Dec 2011

Key Deliverables as Marketing, Segmentation, and Loyalty Manager:

- Established the B2B & B2C marketing department with short & long-term marketing strategies and targets and led the strategic plan executions
- Identified opportunities and crafted strategies to increase profitability and customer experience, and drive long-term loyalty and retention through accurate customer micro-segmentation and customized customer loyalty strategies
- Enhanced the ongoing liaison with key stakeholders, opinion leaders, and key customers to maintain healthy and long-term strategic partnerships and identify new revenue streams
- Boosted B2B footprint, brand image, and attainment of new contracts through strategic regional and local telecom events and sponsorships
- Developed product roadmap and positioned marketing plans with product development
- Strategized trigger offline, digital and social marketing, and B2B & B2C campaigns to increase revenue, thereby nurturing customer loyalty and brand advocacy
- Delivered deep-dive analysis of actual performance and benchmark against key strategic objectives
- Reviewed and analyzed customer experience lifecycle and customer satisfaction rates throughout the customer journey to improve overall user experience

EDUCATIONAL CREDENTIALS



Certifications:

- Professional Diploma in Digital Marketing | Digital Marketing Institute, Ireland | 2018
- International Diploma in Strategic Leadership & Management (Level 7) | Chartered Institute of Management, UK | 2012 - 2013
- International Diploma in Leadership & Management (Level 5) | Chartered Institute of Management, UK | 2009 - 2011

Technical Proficiency:

- MS Office Suite, Digital Marketing, Photoshop (Basic), Illustrator (Basic), and InDesign (Basic)

PROJECTS

- Digital Whites Strategy | Whites Pharmacy, KSA | In-progress
- Improving Customer Experience | Whites Pharmacy, KSA | In-progress
- Recovery From Covid19 Financial Impact | Whites Pharmacy, KSA
- Rebranding Whites Pharmacy | Whites Pharmacy, KSA
- Building Whites Marketing Team – transitioning during Covid19 and nurturing young female Saudi talent and improving overall output | Whites Pharmacy, KSA
- Launching Homeiez, 400% increase, recommending best route model for business, working with key clients, new brand launch | Homeiez, Bahrain
- Media Buying and production tenders, Agencies tenders, Bateco, 102 Million savings, Technical and commercial evaluation, etc. | Bahrain Telecommunications Company
- Business Negotiations Mentor | Seed Starters Workshops | 2017
- Business Mentor – ICT Business Start-ups Workshops | Bahrain Chamber of Commerce | Oct 2015
- Various Communications & Fundraising Projects – London | Team London Charity | 2014-2015
- Communications & Fundraising Specialist – London | Alzheimer Charity | 2014-2015
- Success Skills Mentor – Bahrain | Ijaz Non-Profit (Part of Juniors Achieve International Charity) | 2010

PERSONAL DOSSIER

Date of Birth: 24th August 1984 | **Linguistic Abilities:** English and Arabic | **Nationality:** Bahraini | **Interests:** Art, Psychology, Travelling, Volunteering, Fitness, Nutrition, Healthy Lifestyle, Beauty, Fashion, Real Estate, Business, and Leadership

LINKEDIN PROFILE SAMPLE

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BARKHA KJ

Professional Headline: SENIOR FINANCIAL PLANNING & ANALYSIS/PROJECT MANAGEMENT PROFESSIONAL/TEAM LEADERSHIP

SUMMARY

In my reputed and authentic career of 20 years, I have achieved proven success in managing projects independently to completion to meet project deadlines and escalating challenging situations as needed and analyzing data and transforming it into actionable strategies. I am dexterous in regulating annual budgeting and long-range financial planning processes to deliver accurate projections as well as leading significant ad-hoc projects and analyzing key business issues which provide insight to facilitate action. I have led Non-oil business migration for Trading business across two FO Centre, India GST Implementation for Finance Operations and conducted Super User community for Credit Organization and acted as SPOC for GC business in FO. Have provided contribution towards evaluation of on-going effectiveness of current plans, programs, & initiatives; consulting with key stakeholders; soliciting, evaluating, and applying suggestions for improving efficiency and cost effectiveness.

SKILLS SET

- Demonstrate COE Operations focal for Factory cost price, Index analysis and FCP maintenance; perform detailed business analysis on FCP developments and provide actionable insights to enable corrective actions
- Adept in directing & executing the project from assigning roles & responsibilities, defining the milestones, reviewing the status & closure; analyzing FTE impact, reviewing weekly status dashboard, testing, training, controls and defect tracker management.
- Have delivered MI expertise in support of local/global improvement agenda & COB driven projects, new business requirement for Dashboards & new tools.
- Excel at implementing GSAP Support Upgrade (SPS 15) by involving in identifying FO impact and participating in regular review calls and proactively ensuring all the testing are performed and passed within the timeline.

Feel free to drop a line at: abc@gmail.com

SKILLS & EXPERTISE

- Strategic Planning
- Financial Planning & Analysis
- Project Management
- Management Information
- Accounting
- Testing & Implementation
- P & L Management
- Factory Operations
- Internal Controls
- Process Improvement
- Index Analysis
- Stakeholder Management
- Transition Management
- BI4 Deployment

EXPERIENCE

Jun'18 – Present | Philips Global Business Services LLP, Chennai

Senior Manager – Financial Planning & Analysis & Project Management

As Senior Manager – Financial Planning & Analysis & Project Management, I lead the development and implementation of designated projects that may have the potential of lowering operating costs and/or providing a competitive advantage. I measure and effectively

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communicate results on key strategic initiatives within the business; develop routine and ad hoc analyses to support business decisions. Also, I supervise project from assigning roles and responsibilities, define milestones, and review the status and closure.

At Philips Global Business Services LLP, I am responsible for MBRM, MPR, OLT, Health Tech & Site decks for Personal Health business as well as analysis of numerous KPIs and liaison with key stakeholders in providing insights. Business and Controllers by performing as an active business partner. I am involved in executive presentations and proposals, compilation and delivery of complex business and financial recommendations easily understood by team members. Additionally, I support post-acquisition financial planning, integration analysis and partnership opportunities across business units and segments including financial planning, tracking, and analysis.

May'09 – May'18 | Shell India Markets Pvt. Ltd., Chennai

Project Lead – Chennai & KL

Career Progression:

Specialist – MI | Senior Specialist – MI Expert | Implementation Co-ordination Lead – Chennai & KL | Project Lead – Chennai & KL

At Shell India Markets Pvt. Ltd., my work was focused on spearheading project "Global performance Management reporting" and also bringing in FTE savings of 0.67 by completing the Six Sigma Green Belt project. I prepared business requirement for Credit on USF implementation, thereby, ensured testing, training and up-gradation of functional specific documentation and implemented the reporting in new BI4 tool on go-live. In addition, I planned and conducted system upgrade program for GSAP & GPMR and participated in Testing AO and identified critical scenario and defect by passing through with necessary retest.

Throughout my career, I developed scope, design for new Sales Performance report (BW- FS036) and specifically worked and implemented on the Competence Framework for the BIM Organization. I identified, tested and ensured all the credit reports have been converted to BI4 as well as created implementation plan and conducted sessions for Super Users and credit ops team. Also, I was engaged in development and maintenance of standardized work instructions, BIA documentation and BCP and Support Process BCP capability

Furthermore, I initiated and cascaded Integrated Support Model Frame work to SBO Chennai as part of DART outcome rollout in supporting Delivery Integration Team and Visual Management Board to implement the same in other FO Centers. I recognized the scope or impact of process for the Change Request and ensured required training are completed by End Users and necessary communication is cascade as appropriate to all the relevant key stakeholders.

Jul'06 - Oct'08 | IBM Daksh Business Process Services

Lead – Finance & Planning

Dec'02 - Jun'06 | Cooper Bussmann India Pvt. Ltd., Pondicherry

Officer - Financial Reporting & Accounting

Jul'00 - Aug'02 | Indium Software India Pvt. Ltd, Chennai

Executive Finance

Nov'98 - Jun'00 | Jabez Polymers India Pvt. Ltd., Pondicherry

Accounts Assistant

ACHIEVEMENTS

- Completed a Green Belt project for automating the P&L and Balance sheet from SAP.
- Received Special Recognition Award for exemplary performance in ensuring Transfer pricing is successfully implemented.
- Top Talent Award – 2008 – For outstanding performance shown during the year.
- Thank-you Award for Additional Role – Took additional responsibilities outside the process which was much appreciated.
- Team Champion Award for remote Transition of Process.
- GEM Award (Twice) for Outstanding Performance.
- Star Award for Best Performer – Automation of Headcount reporting.

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- Achieved the goal of improving quality, reducing cost and TAT in terms of standardizing things as part of Yellow Belt Project for the two of reports.

EDUCATION

- Post Graduate Diploma in Banking & Finance (PGDBF) ► Pondicherry University ► 2007
- Management Accountant (MFM) ► Pondicherry University ► 2005
- Bachelor of Commerce ► Pondicherry University, Pondicherry ► 1998

PROFESSIONAL TRAININGS & CERTIFICATIONS

- Lean Leadership Management, Philips – Aug 2018
- Green Belt, from Shell in 2010
- Front Line Leadership Training in Shell
- Planning and Financial Decision Making in Shell
- Basis of Project Management

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COVER LETTER SAMPLE

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NAME SURNAME

Contact: xxxxxxxxxx | E-Mail: abc@gmail.com

The Hiring Manager

XXX Pvt. Ltd.

Company (please write the name and address of company)

Dear Sir/Mam,

With reference to your advertisement published in xxxxxxxxxx dated, I would like to apply for the post of **please mention your desired role in your esteemed organization**. I am accredited as a **Sales & Marketing Veteran and Business Growth Leader** with **17+ years** of expertise in the domain of Pharmaceutical, Environmental & FMCG. Currently I am spearheading efforts with **Medical Hygiene services** as a **Business Director**.

Over the years my career has been centered on Sales & Marketing Leadership, Strategic Planning, Revenue Generation, Training & Development, People Engagement and Promotional Expertise. I have successfully increased the profit of the Medical Hygiene Services for 3 consecutive years through various approaches such as market diversity, lead by example and coaching. I received appreciation certificate from the current organization and from the IT Company to establish an ERP system. I acquired ISO certificates (9001; 14001; 18001) and applied by the company in adherence to the ISO procedures.

Additionally, I am an expert in setting standards for ongoing trainings of the sales representatives ensuring their medical and technical knowledge are updated regarding the company's products, prices and compensations. I analyze the financial data and make a highly effective first impression and enhance the same through demonstrated professional abilities and persuasive sales results.

As evidenced in my resume, my career encompasses senior managerial roles. I am known to be a top-notch strategist with an excellent hold over interpersonal, communication and negotiation skills to foster collaborative professional network and establishing/maintaining effective relationships at all levels of the organization.

I am academically qualified as **MBA** in **Business** from LAU University, **Bachelor** in **Analytical Chemistry** from BAU University and **Baccalaureate** in **Sciences** from SMOC College.

I appreciate your time and effort to review my credentials and experience. As such I would welcome an opportunity to connect to you on how I can benefit your reputable organization.

Sincerely,

Name Surname

Encl: Resume