



malaybls123@gmail.com



72 2500 3500



Name:-Malay Kumar Pradhan  
At:-Makalpur(mahabir colony),  
Po:-Motiganj, Dist:-Balasore,  
State:-Odisha, Pin:-756003

## SKILLS

• Confidence & Patience

• Sales and marketing.

• Able to provide valuable knowledge and up to date advice on products.

• Good in communication in written & verbal both.

• Can use modern computerized equipment.

• Team Supervision.

• Customer Relationship Management.

• Product Promotion.

• Excellent time management and organisation

## LANGUAGES

English



Hindi



Bengali



Odia



# Malay Kumar Pradhan

A dynamic and multi talented professional with 3 Years experience in sales and good marketing knowledge having degree of MBA. Seeking a career to utilize my knowledge personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

## EDUCATION

### Post Graduation

Amity University

Secure 7.1 CGPA in MBA

2018 - 2020,

Courses

▣ MBA ( Marketing & IB )

### Graduation

Fakir Mohan University

Secure 50% in B.Com

2014 - 2017,

Courses

▣ B.Com

### Higher Secondary Examination/Intermediate

Fakir Mohan jr. College

Secure 40% in 12th

2010 - 2014,

Courses

▣ Commerce

### High School Certificate Examination/Matriculation

Balasore Zilla School

Secure 51% in 10th

2010,

Courses

▣ 10th standard

## WORK EXPERIENCE

### Distribution & Sales Manager

Dev Agency

02/2023 - Present

#### Responsibilities:

- ▣ Sourcing stock and negotiating the best deals with suppliers and vendors.
- ▣ Overseeing the delivery, loading, and unloading products and goods, and ensuring they are safely transported.
- ▣ Conducting stock inspections in a timely manner and reporting any issues to the relevant parties.
- ▣ Scheduling workshops with new staff and sales representatives.
- ▣ Conducting research on market trends and attending product launches and networking events.
- ▣ Assisting with the planning of product launches and brand events.
- ▣ Performing regular inventory checks and maintaining stock levels.
- ▣ Following up with potential clients and offering top-notch customer service.
- ▣ Moving more products and securing new clients each month.
- ▣ Arranging meetings with suppliers and developing more effective marketing strategies.

### Business Development Associate

Think & Learn Pvt. Ltd. ( BYJU'S)

09/2021- 01/2023

Byju's is India's largest Ed-Tech (Learning) company. The idea is to reinvent how students learn and transform learning into fun by their learning classes and the learning app .

#### Achievements/Tasks

- ▣ Identifying new sales leadsPitching products and/or services potential trainees
- ▣ Maintaining fruitful relationships with existing line of trainees & customers
- ▣ Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets
- ▣ Contacting potential clients/trainees via email or phone to establish rapport and set up meetings
- ▣ Planning and overseeing new marketing initiatives
- ▣ Attending conferences, meetings, and industry events
- ▣ Preparing PowerPoint presentations and sales displays
- ▣ Contacting clients to inform them about new developments in the company's products
- ▣ Developing quotes and proposals
- ▣ Developing sales goals and ensuring those are met
- ▣ Training personnel and helping team members develop their skills

## INTERESTS

Analyzing people

Build up new networks/contacts

Sports

Music

Watching motivational vedios

Talking

Travelling

Making friends

Playing volleyball & bedminton

Solving problems

Voluntaree

## WORK EXPERIENCE

### EXECUTIVE & ADVISER

#### Reliance SMSL Ltd.

08/2020 - 09/2021

*Achievements/Tasks*

- Handle 70+ customers interaction per day,giving detailed,personalized , friendly & & polite srvice to ensure customer retention and satisfaaction.
- Maintain strong company product and service knowledge to assist customers with concerns, question.
- Collect source data such as customer name,address,phone number,and other informations by utilizing company Software.
- Ansvar calls by utilizing the company's call management systeem and other software.
- Conversational in English, Hindi,Odia.
- Scored in top 10% of employees in successful resolution of issues and retain the customers.

#### Sales Officer

#### KANHA BEVERAGE PVT. LTD.

09/2017 - 06/2018,

*Kanha Beverages Private Limited is an unlisted private company. It was incorporated on 23 January, 2009 and is located in Balasore, Orissa. It is classified as a private limited company. It is involved in Manufacture of beverages .*

*Achievements/Tasks*

- Successfully completed the targets.
- Responsible for sales & visit retail outlet for the balasore district.
- Demonstrating and presenting products.
- Establishing new business.
- Stock Reconciliation.
- Billing to customer.
- Complaint handling.

#### Internship

#### Reliance Jio Infocomm Limited

06/2019 - 08/2019,

*Reliance Jio Infocomm Limited provides wireless telecom products and services. The Company offers voice, data, and messaging services, as well as sells smart phones and hotspot devices.*

*Work profile:*

- Sales & promotion of products .
- Greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Solve the all queries of the customers regarding their Product.
- Maintain good relation with the all existing customers.
- Communicate customer requests to management.
- Using market and customer information to assist in the development of brand plans.

## PERSONAL QUALITIES

- Possessing an enthusiastic friendly, and outgoing personality.
- Enjoy learning and personal development.
- Comfortable in new situations and meeting new people.
- Remaining calm under pressure, always optimistic and positive.
- Performing well within teams.
- Reliable and conscientious, completing tasks.

## CERTIFICATES

#### Post Graduate Diploma in Computer Applications [PGDCA] (01/2014 - 12/2014)

*PG Diploma in Computer Applications course explains in-depth and extensive knowledge about computer applications.*

## PERSONAL PROJECTS

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### Consumer Behavior In Online Shopping (12/2019 - 03/2020)

- ▣ The survey reveals that perceived usefulness, perceived ease of Use and trust are the main factors influencing online consumers to shop online.

### The Use Of Social Media For The Purpose Of Advertisement (03/2020 - 04/2020)

- ▣ To maintain a presence across a range of social media platforms with minimal time and fuss.
- ▣ Engages and connects with their customers through social media.
- ▣ Buffer uses social media advertising to promote blog posts and reach a wider audience.

## ACHIEVEMENTS

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- Lead from the front in organizing several formal and informal events at graduation as well as post graduation level.
- Participated in National Level volleyball competition as a player & a captain as well.
- I have participated and received the Best Cadet by the Honorable Prime Minister of India at the Republic Day Camp at NCC in New Delhi in 2009.
- Member in Organizing committee in national conference on "Paradigm Shifts In Business Practices" in 2019.