


Mathew Sebastian

Graduate

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Seeking an employment opportunity where I intend to build a great career and have an understanding of the workings of a company and improve my skills and abilities while contributing to the conducive work environment and vision of the company.

Skills

● Relationship building and rapport

●●●●●
Excellent

● Networking strength

●●●●●
Excellent

● Product and service sales

●●●●●
Excellent

● Customer service

●●●●●
Excellent

● Problem Solving

●●●●●
Very Good

● Conceptual thinking

●●●●●
Good

● General Management

●●●●●
Good

Work History

● **Intern**

Indmerc Solutions Pvt Ltd, kochi, kerala

- Currently Associated with Cochin International Airport Ltd (CIAL) for the ADSR project
- Working with 40 retail stores at the airport to help resolve software issues.
- In constant communication with Delhi team ,CIAL team and the team in Kochi.
- Tracking data in spreadsheets and reports
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.

● **Business Development Manager**

2021-02 - Current

2020-06 - 2020-09

10XACE Architectural Auxiliary Services, Bangalore, Karnataka

- Reached out to potential customers via telephone, email and in-person inquiries
- Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit
- Uncovered and qualified prospects and sales opportunities in targeted markets using external resources
- Applied strategic negotiation and sales closing skills to bring in new accounts
- Created reports and presentations detailing business development activities.

2019-05 - 2019-05

● **Sales/Marketing Intern**

Seeger Overseas Pvt Ltd, Bangalore, Karnataka

- Converted 3 Prospects in a span of one month
- Helped with planning and hosting of marketing events
- Contributed to mock-ups, email campaigns and social media content
- Provided administrative support to senior staff including creating proposals and organizing documentation
- Reported daily work to CEO, identifying areas for improvement and collaborating to increase knowledge and rectify problems.

2018-05 - 2018-05

● **Management Trainee**

Shahi Exports Pvt Ltd, Bangalore, Karnataka

- Established open and professional relationships with team members which facilitated communication, quickly resolving issues and conflicts
- Conducted an observational study in the Production and Quality Department.



Education

2018-06 - 2020-06

● **Bachelors in Commerce: Bcom- Regular**

St Josephs College Of Commerce - Bangalore, Karnataka

2004-06 - 2017-05

● **High School Diploma**

The Choice School - Kochi Kerala



Certifications

2021-02

- Business analysis (Udemy)

2021-01

- Supply Chain Management- Learning perspective (Korean Advanced Institute of Science And Technology)



Special Interests

- Kayaking
- Reading books on personal development and financial management.