

PRAJEN MAHARJAN

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Profile Summary

With experience as a Sales and Marketing Officer, I have honed my organizational and communication skills, effectively driving business growth and enhancing client relations. Proficient in MS Office, I excel at creating compelling presentations and analyzing data to inform strategic decisions. I am committed to leveraging my skills and experience to deliver outstanding results and contribute positively to a dynamic team environment.

Work Experiences

MARKETING AND PRODUCT EXECUTIVE
WHITE HAT ELECTRONICS PVT. LTD.
NEW ROAD, KATHMANDU

JUN 2018- JUL 2019

- Maintain the marketing database of customer and contacts.
- Handling sales phone calls and messages.
- Product research and analyze the market to gather information and update the same for management.
- Dealing with vendors for price update and new schemes of the product.
- Effectively monitor online trends by utilizing appropriate tools, application, channels, and targeted strategies to ensure successful social media campaigns.

ENTERPRISE SALES EXECUTIVE
WORLDLINK COMMUNICATIONS LTD
JAWALAKHEL, LALITPUR

JUL 2019- APR 2023

- Handling inbound Enterprise Service related phone calls,
- Customers identification, acquisition and closing sales,
- Maintaining required records of the client,
- Develop and execute enterprise sales-related activity,
- Provide sales activity report on a weekly basis, monthly and quarterly,
- Aggressive field approach in organizations and meet revenue goals,
- Initiate and maintain a professional relationship with customers,
- Dealing with dues issues of the client.

SALES AND MARKETING OFFICER
SKY BROADBAND PVT. LTD.
PRAYAGPOKHARI, LALITPUR

MAY 2023- CURRENT

- Achieve sales/activation target
- Visit market frequently to get update about stocks of products & recharge cards with dealers/sub-dealers/sales point and to maintain good flow of product in distribution network.
- Inform dealers/sub-dealers/corporate clients about new product schemes and supervise concern area distributors.
- Prepare and submit monthly reports.

EDUCATION

HSEB (+2) CARIBBEAN COLLEGE, MANBHAWAN,LALITPUR	2013
SLC KIRTI SECONDARY BOARDING SCHOOL,KIRTIPUR,KATHMANDU	2010

SKILLS

- Organizational Skills
- Kind and empathetic learner
- Communication Skill
- MS-Office (Excel, Power-point, Word)
- Critical thinking and problem solving

INTERESTS AND HOBBIES

- I enjoy visiting different places to get more inspiration and gain my knowledge in different areas.
- I have keen interest in sports keeping myself fit by going gym and playing different outdoor games.
- I have also passion in listening to different kind of music and cooking for my family and loved ones.
- I believe that image reflects a person's creative, productivity and confidence. I like to take my free time living by this believe and creating new looks.

LANGUAGES

- NEWARI
- NEPALI
- ENGLISH