

# Curriculum Vitae

## NAVIN INDAR

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### SUMMARY OF CORE COMPETENCIES

- Creative, innovative, proactive, detail and result oriented
- Committed to continuous personal and professional development
- Dedicated proponent of teamwork and communication in the workspace
- Committed to personal integrity and the highest ethical standards
- Excellent interpersonal communication skills, confident, outgoing personality with an accomplished motivational attitude
- An enduring belief in people as the most important resource in a company

## **WORK EXPERIENCE**

**Guardian Life of The Caribbean**

**Insurance Sales Representative**

**July 2018 – Present**

### **Major Responsibilities and Duties:**

- Generate new business opportunities for Guardian Life of The Caribbean by prospecting, networking and aiding clients in protecting and securing their financial future
- Conduct interviews with potential clients and provide solutions on how to manage and grow their financial resources while promoting the company's products and services
- Meet sales quota through the successful implementation of sales and marketing strategies and tactics
- Guide customers through the various policies, packages and make suggestions that best fits the need of the client
- Ensuring clients policies are kept active and premiums are up to date
- Develop and conserve client base

**Target Solutions Ltd**

**Account Manager**

**March 2021 – July 2021**

### **Major Responsibilities and Duties:**

- Sales development and administrative support
- Recording of information into CRM programme and providing reports
- Ensure customer satisfaction
- Ensure all sales targets are met through efficient, accurate and effective administrative support
- Commitment to growth of Target Solutions customer base
- Participation and implementation of training programmes
- Researching customers and products and meeting customers and following up on sales.
- Ensure collections are done on a timely basis

**A.S. Brydens & Sons (Trinidad) Ltd      Key Account Executive - Premium Beverages**

**August 2019 – December 2020**

**Major Responsibilities and Duties:**

- Generated and proposed ideas for the development of activities for each customer by combining marketing plans along with their sales history and sales potential
- Developed and implemented key account action plan through comprehensive data analysis to improve the company's performance
- Developed and imparted Microsoft Office presentations and reports as required by division management
- Ensured timely placement of orders, release by credit control and delivery by the warehouse to maintain optimum inventory levels
- Ensured proper SKU ranges were sold, while aiding in inventory turnover
- Constantly monitored brand performance of both the company and competitors in outlets to provide relevant information for decision making
- Aid in merchandising and tracked use of key point of sale and visibility assets
- Assisted with on trade and consumer promotions with support from Brand Marketing
- Generated leads and built relationships, while planning and organizing daily work schedule to call and visit existing and potential sales outlets to ensure achievement of KPIs

**A.S. Brydens & Sons (Trinidad) Ltd      Sales Representative - Premium Beverages**

**October 2014 – June 2018**

**Major Responsibilities and Accountabilities:**

- Sold and promoted the division's products while continuously seeking new opportunities for growing the customers portfolio
- Timely placement of customers' orders and followed through on delivery of products
- Continually maintained a working knowledge of all the company products, services, pricing and promotions
- Made the necessary recommendations according to customers' needs
- Worked with the Sales Manager to negotiate best shelf location, listing of new products, obtain approval for promotional activities and sampling of Bryden's products within the outlets
- Ensured customer accounts were not overdue for payments and collection of outstanding funds
- Completed sales reports in accordance with Company and Suppliers criteria

**Fineline Distributors Ltd**

**Key Account Representative**

**May 2011 – September 2014**

**Major Responsibilities and Accountabilities:**

- Discovered customers' needs and delivered solutions to create customer experiences and deliver measurable results
- Achieved monthly sales targets and Key Performance Indicators
- Established a professional relationship with customers and provided after sales service
- Responsible for the direct supervision of a team of Merchandisers
- Preparation of Key Account Plans and Sales Presentations
- Collecting of customers payments and ensuring their accounts were up to date

**Memory Bank Computers Ltd**

**Account Executive**

**October 2010 - April 2011**

**Major Responsibilities and Accountabilities:**

- Presented and sold the company products and services to current and potential clients in various segments of the market
- Developed and maintained technical sales knowledge of products
- Recognized job-related problems with discipline of offerings, solutions, customer negotiations or team relationships
- Achievement of sales and margin targets
- Kept abreast of technological changes and new technologies as it pertained to the portfolio
- Prepared and submitted presentations, proposals and quotations in the solution and segment of the market
- Participated in marketing events such as seminars, trade shows, and telemarketing events

Unicomer Trinidad Limited **Customer Service Representative**

**May 2004 – September 2010**

## **Major Responsibilities and Accountabilities:**

- Achieved monthly sales, delivery targets and Key Performance Indicators
- Maintained/updated Unicomer database with sensitive customer information and processed all sales transactions via Cosacs
- Actively promoted all products offered by the company, tangible and intangible
- Established a professional relationship with customers and provided after sales service
- Knowledge of credit procedures, terms, conditions and interview process
- Continuous development of product knowledge skills to efficiently educate customers about the company's products and service

## EDUCATION

## **ADDITIONAL TRAINING**

- Certificate in Project Management - SBCS
- Certificate in Human Resource Management - NEDCO
- Certificate in Computer Operations and Business Management - SAMS
- Certificate in Business Tax, Accounting and Management Consultancy – C&D Enterprises
- Certificate in Pc Maintenance and Repairs – ADD TECH LTD
- Microsoft Office Suit

## **REFERENCES**

**Mr. Ingram Lee Young**

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