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| **OBJECTIVE** | Looking forward for a challenging career in the industry where I can utilize my existing knowledge and develop new skills to achieve career advancement while making considerable contribution for mutual benefit |
| **PERSONAL PROFILE**  | * Highly motivated, dynamic and talented professional with an experience of over 5 years in sales support and 1 year of co-ordination in the project department and the ability to work unsupervised in any environment.
* Excellent work ethics combined with excellent leadership, interpersonal, presentation, analytical and communicational skills with the ability to meet or exceed the expectations of the company.
* Exceed performance goals and the ability to multitask and work under project deadline pressures. Excellent spoken and written communication skills in English, Hindi and Malayalam
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| **CAREER PROGRESSION** | * Sales support engineer June 2011-Present

SIBCA ELECTRONICS EQUIPMENT EST. Responsible for providing technical and non-technical support to the sales team by analyzing client’s technical needs and developing proposals accordingly.  |
| **Duties** | * Currently working in Oracle **(ERP)** Platform
* Review project drawings and specifications.
* Provides technical and costing support for the sales process.
* Prepare technical samples, designs along with presentations to provide supportive technical data retort to customer requests.
* Provide technical clarifications and advise clients regarding the design of the system.
* Plan and schedule engineering, procurement activities to complete design of low voltage systems like fire alarm, central battery , CCTV, access control , audio and video intercom , SMATV, gate barrier system etc.
* Providing data and reports to help the sales team.
* Ensures that the proposed solution fulfills codes, regulations and safety requirements.
* Keeping track of the project status.
* Liaising and building relationship with key consultants for cost saving and alternate makes.
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|  | * Estimation Engineer January 2009-June 2011

SIBCA ELECTRONICS EQUIPMENT EST.Responsible for evaluation of tenders , estimating and designing of low voltage systems.  |
| **Duties** | * Evaluation of tenders and BOQ.
* Estimating and designing of low voltage systems as per the specifications.
* Review contract and commercial terms and asses risks.
* Prepare and submit accurate cost estimation and competitive techno-commercial offers.
* Review and approve estimates for submission.
* Build relationship with customers, consultants and vendors.
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|  | * Interpret and follow Company tendering processes and procedures to ensure all aspects of tenders are met including relevant discipline codes and standards.
* Perform detailed tender review with GM prior to submission.
* Preparation of extension of time and variation estimation.
* Analyze Project P & L and Cash flow, and offer innovative solutions for cost management.
* Handover of approved final cost estimation along with all relevant drawings etc to Execution team.
* Coordinate with Project Execution team and commercial for monitoring costs, preparation of estimation for variation works, valuations and claims.
* Generate and maintain a culture of continuous improvement
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|  | * Maintenance Coordinator – Contracts & Maintenance Dept.

 August 2007-December 2008SIBCA ELECTRONICS EQUIPMENT EST.Responsible for coordinating with the maintenance manager and the maintenance engineers in the maintenance and contracts department.  |
| **Duties** | * Provide customer service and technical support to customers having an Annual maintenance contract with the company and clarify all the issues related to contracts and attend fault calls arising from the AMC sites, assessing urgency and reacting accordingly.
* Schedule Planned Preventive Maintenance (PPM) dates for the AMC sites and forward PPM reports & Rectification quotations to clients/customers.
* Attend meetings, Propose and negotiate final prices with customers for Annual Maintenance Contracts.
* Follow up with customers during renewal phase of Annual Maintenance Contracts for negotiation and closing.
* Tender & Budget Estimation for Fit out Projects.
* Provide Quality customer Service to customers throughout the region.
* Coordinating with the material and purchase department.
* Technical and Commercial Evaluation of Offers
* Co-ordination with local authorizes (Dubai Civil Defense) for certificate approval and inspection service.
* Project handing over documentation (Testing certificates, O&M Manuals, Technical Submittals etc.) for low voltage systems like fire alarm , central battery , access control , CCTV , intercom systems etc. to the end users/customers.
* Systematically file and maintain all internal & external documents, agreements, contracts, and archive by electronic means.
* Liaise professionally with clients, subcontractors, suppliers, management and employees.
* Ensure team work and assigned task is completed on time without delay.
* Process sales orders accurately and timely.
* Generate and maintain a culture of continuous improvement.
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| **ACADEMIC QUALIFICATION** | * Pursuing **MBA**, 2012-present - Indira Gandhi National Open University.
* **B.E Electronics & Communication (Anna University),** 2007 , with an aggregate total of 73.5% - Sri Subramanya College of Engineering and Technology , Tamil Nadu.
* **12th grade (CBSE),** 2003 with an aggregate total of 71% - Sharjah Indian School.
* **10th grade (CBSE),** 2001 with an aggregate total of 83.4% - Sharjah Indian School.
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| **TRAINING ATTENDED** | * INOTEC Central Battery System, Sales & Design Work Shop, Dubai
* Simplex Fire Alarm System, Sales & Design Work Shop, Dubai
* ABB Lighting and Dimming Control System, Sales & Design Work Shop, Dubai.
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|  | * A course in Designing in AutoCAD 2006 – 2 dimensional Drawing and 3 Dimensional Modelling**.**
* Undergone training on “Employment Skills Development” programme arranged by Anna University and Cognizant Technological Solution in 2006.
* Attended an implant training in Indian Telephone Industries, Palakkad, Kerala in 2005.
* A course in Embedded systems in SSi , Tamil Nadu.
* Attended a course in secretarial skills, interview techniques, and self correspondence in Nadia Training Institute, Sharjah.
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| **PROJECT** | Title : Manchester Encoder and DecoderSoftware : VLSI and VHDL/CPLDDuration : 2 monthsDescriptionThis is a project being done as part of my B.E in Electronics & Communication. This project is based on VLSI (Very Large Scale Integration), and VHDL-Very High speed integrated circuit Hardware Description Language.Here the encoding and decoding is done using VHDL. Many communication systems transmit information in the form of packets with a defined field structure for both communication and error control. The 8b/10b encoding scheme translates byte – wide data of random 1s and 0s into a 10 – bit serial data stream. The encoding mechanism generates a balanced bit stream, in which an equal number of bit transitions occur between a logic High and a logic Low level. In a Manchester decoder , center sampling occurs at points ¼ and ¾ through the cell. It also decodes data correctly in the presence of noise or degraded signal. |
| **COMPUTER SKILLS** | * Knowledge in Oracle (ERP) software
* Operating Systems : Windows 9X,2000,XP,Vista,windows7
* Programming languages : Basic of C, C++
* Packages : MS Office
* Typing Speed : 49 wpm
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| **PERSONAL PROFILE** | * Current Salary : AED 6000.00
* Expected Salary : AED 8000.00
* Date of birth : 19 September 1985
* Gender : Female
* Nationality : Indian
* Marital Status : Married
* Linguistic Skills : Proficiency in English, Hindi, Malayalam

 Basic knowledge of Arabic  |
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