

**Natte**

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**Employment Objective**

**Supervisory position in the field in Sales and operations of equipment,** where I can apply my experience and knowledge gained over the past Years.

I am decisive motivate and well-organized individual and exert every possible effort for hard work to overcome challenges and achieve my goals individually and strong leadership skills and capability to motivate and manage sub-ordinates to accomplish great results

**Experience:**

Total expericence from **Jan. 2001 to till date.**

* Experienced as a Maintenance Supervisor responsible for analysing, planning, coordinating, and supervising the work of staff engaged in the maintenance of equipment and facilities.
* Good knowledge of the principles, policies, practices, procedures, and strategies required to properly operate a comprehensive maintenance and operations program for equipment and facilities.
* Experienced in understanding the customers requirement, advise the appropriate product range and  explain the features, benefits and advantages of the product to the customer.
* Ability to communicate effectively both orally and in writing as they pertain to planning, assigning and supervising the work of staff and providing status reports to senior management.
* Experienced in answering the customer queries related to the products, Receive customer orders & follow up for the same and Ensure schemes, offers or promotions are explained to the customers.

**Educational Qualification:**

 Bachelor of Commerce (B.com) from Kakatiya University, Warangal Andhra Pradesh, India.

**Company Description:**

**Gulf Scientific Corporation, Saudi Arabia (From 2005-till now):** was conceived as a solution to the problems facing the supply of analytical equipment.Since its inception in 1990, GSC has been offering its customers innovative tools including application and method development support, practical training courses and preventative maintenance services. This was made possible with the creation of GSC's facility in Jebel Ali, which boasted custom-built training labs , a fully equipped service center and a spare parts depot. GSC has succeeded in gaining the confidence of its principals and its customers and has grown to become one of the unquestioned leaders. GSC is now run by a team of more than 82 professionals, and supported by a network of distinguished local agents, with support offices in Saudi Arabia, Egypt, Kuwait , Qatar, Yemen, Oman, Bahrain and Iraq.

* Sales Executive for Lab. Instrument & consumables.
* Oderering and business development.
* Handling Customers (Aaramco Dhahran,Aramco Rastanura Aramco Tanajib, Aramco Khafji, Aramco Abqaiq,Aramco Shedgum, Aramco Hawaiyah, Aramco Udhaliyah, KFU Hafouf,KFSH Dammam,Dammam University, MOH Dammam,SFDA Dammam,KFUPM,like Saudi Aramco in eastren region in KSA, and like SAFCO SABIC in Jubail Industrial City,Tasnee,Hadeed,Beaha,Saudi Kayan,Cheminol,RGME,Jubail Industrial Collage)
* Planning, organizing, coordinating, and directing employee’s engaged in the maintenance and operations of equipment sales and facilities.
* Handle customer inquiries, complaints, billing quires and payment extension/service requests. Manage high volume workload with in a deadline-driven environment.
* Preparing the requisitions to achieve the material for business process as per company standards to fulfill the customer requirments.
* Organized Company activities, maintaines office supplies, prepared direct mailings and correspondance.
* Make Service changes, recommend service options and provide detail accounts of customer calls for prevention of future audit issues.
* We have companys like Varian Agilent , Waters , Millipore , CEM , Labtech , Chromsystems.

**Saudi Arabian Fertilisars Company, Saudi Arabia (From 2004-2005):** Work as a Store coordinator.

* Managing the Store inventories.
* Prepare the yearly/quatarly bugedutory requirement information.
* Maintaining the purchaseing records for the store.

**Hindustan Liver Ltd., India(From 2001-2004):** Representative sales promotor in cosmatices:

* Sales Executive for Lab. Instrument & consumables.
* Oderering and business development.