***Mr. Naveen M. Kotian***

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**Email id : naveenjathans@gmail.com Mob: 055 6723834**

OBJECTIVES

A challenging position, which gives me an opportunity to work in a competitive environment and also helps me to develop my knowledge.

PROFESSIONAL EXPERIENCE:7 Years and 7 Months

**Sales and Administration Executive at Blue Stream Environmental Technology LLC.**

**Location: Dubai, UAE**  **Sept 2011 – July 2014**

**Company Profile: Supply and installation of Waste Management Equipments. Street Furnitures and Play Equipments**.

**Roles& Responsibilities**

* Accounts Assistance
* Handling Projects (Preparing Quotations, Tender Submission, Planning, Online submission of Tenders through Tejari e-government portal system)
* Handling Logistics
* Coordinating with sales team
* Looking after purchase and sales
* Book Keeping
* Approach potential customers with the aim of winning new business.
* Listening to customer requirements and presenting appropriately to make a sale.
* Negotiating on price, costs, delivery and specifications with buyers and managers.
* Checking the quantities of goods on display and in stock.
* Approving time sheets for delivery, Monitoring cargo movement through the tracking system.
* Coordinates imports and exports. Reviews freight rates: air, courier, and land.

**Accounts &AdministrationAssistant at Manipal Institute of Computer Education UDUPI**

**Location: Udupi, Karnataka, IndiaJuly 2006 – Oct 2009**

**Roles& Responsibilities**

* Data Entry
* Accounting Packages Tally 7.2 & 9.0.
* Assistant Librarian in NTSE and IIT-JEE student's library department.
* Conducting of Examinations for NTSE and IIT-JEE students
* Generating of NTSE and IIT-JEE student's examination reports.
* Maintaining of NTSE and IIT-JEE student's records
* Book Keeping
* Verifying calculations working with the Accounts system

**Accounts Assistant in Kushi Enterprises Katapadi,**

**Location: Katapadi, Udupi, India Dec 2009 to Dec 2010**

**Roles& Responsibilities**

* Maintaining spreadsheets, Preparing statutory accounts
* Cash allocation, Managing petty cash transactions
* Receiving and processing all invoices, expense forms and requests for payment
* Verifying calculations working with the Accounts system

**Accounts Assistant in Sathish. B.P. Accounts and Tax Practitioner Udupi**

**Location: Udupi, India Jan 2011- July 2011**

**Roles& Responsibilities**

* Maintaining books of accounts for various clients
* Preparation and online payment of sales & income tax returns
* Book Keeping
* Handling assigned work requests in efficient, timely manner.
* Verifying calculations working with the Accounts system
* Data Entry
* Managing petty cash transactions

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Institution** | **Year of Completion** | **Marks (%)** |
| B.COM | Mangalore University | PoornaPrajna College, Udupi | 2008 | 64 |
| XII | Department Of Pre-University Education, Karnataka | S.V.SJunior College,  Katapadi, Udupi | 2005 | 76 |
| X | Karnataka Secondary Education Examination Board | S.V.SHigh School,  Katapadi, Udupi | 2003 | 71 |

##### COMPUTER SKILLS

Tally 7.2 and 9.0 accounting packages, MS Office, Photoshop, and Internet.

**AREA OF INTEREST**

Administration, Accounting, Logistics, Customer Service and Marketing

##### COMPETENCIES

Hardworking, Team work and Leadership Quality

PERSONAL PROFILE

Name : Mr. Naveen M Kotian

Date of birth : 12.09.1985

Sex : Male

Nationality : Indian

Passport Number : J4003502

Visa Status : Visit Visa. Expire date is on 17th November 2014

##### DECLARATION

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Date: 18.10.2014 Yours Sincerely,

Naveen M Kotian