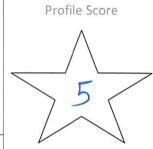




APPLICATION FORM - NEW REGISTRATION



NOVEMBER-2014

Recent Photograph		Date 0	/11 /2011	CV NO 97 230		1
Profession / Specia	ilty	Sales Coordinator				
Industry / Projects		Cement				
Nationality		INDIAN		Place of Birth / City of Origin	PORT BLAFR	
Gender		Male □ Female		Marital Status	Single □ Married □ Separated	
Religion	MU		IM	Birth date (DD-MON-YEAR)	04/03/1986	
Languages		Mother Tongue	HINDI	Other Languages ENGLISH, URDU		
Qualification M·B·A· B·TECH.						
Gulf Experience				Total Experience	3Years8Months	
Gulf Driving License		□ Yes ►No		Do you have own car?	□ Yes •No	
Visa Validity Date D		D 29 M 11	Y 2014	Visa Status ✓Visit □ Employment □ Student □ Dependent		
Employment Status		□ Employed bac	k in Home Count	□ Employed in Gulf 🛮 🗹 ob Less-Unemployed		Unemployed
Last Salary Drawn		INR 42,000 -		Last Salary Verified	□ Offer Letter □ Contract	
Expected Salary		CUARD	V-5000 [-	Salary Increment Letter	□ Pay Slip Statement	
How much notice period you will need to join new position? ✓an Join Immediate □ 1 Week □ 1 Month □						
Do you have any ki	nd of	health condition	which can hamp	er you to perform your duties	? Fit to work a	Yes
Do you have any ki	nd of	outstanding loan	s / finance / cred	it card facilities to repay? 🗸	No m Yes	
Do you have any kind of civil or criminal cases pending against you in any courts? No Yes						
What is the reason	for y	our Job Search?	Better Of	portunity & lifesty	µ	
How many jobs you have applied so far? 10 How many interview calls you have received so far? 3						
What is your talent	r Des	scribe in detail.	two attit	nde person with	a zial to	puform.
PCL Certificate		Gulf Experience	Hig	n Academic Scores - Mark Sheet	Worked 2+ yrs wit	th employer (
Fitness Certificate		Gulf / Intl Driving Lie	cense Pos	t Graduate & Above Education	Promoted in Previous Job	
IT Literacy	1	Arabic Proficiency	On	Job Training Certificates	Awards or Apprec	iation
			IELTS Proficiency Experience Verified		d	
Bonus Score	1	+ Gulf Score	+ E(ducation Score	+ Experience Score	
Based on documents	verifi	ed by our HR Assista	ants the candidate	has achieved total score points o	= Total Score	5



CAREER OBJECTIVE:-

To obtain a challenging position and strive for excellence with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my logical and reasoning abilities in the best possible way for the fulfillment of personal and organizational goals.

PROFESSIONAL EXPOSURE:-

- More than 3+ years of professional experience in BPO and Cement industry.
- Hand on experience in the usage of MS Office and SAP SD.
- Strong analytical and documentation skills accompanied by problem solving skills.
- Team player with strong communication & interpersonal skills.

WORK EXPERIENCE:-

JSW CEMENT LTD, HYDERABAD Jr. Manager- Sales & Marketing Coordinator (November 2011 – August 2014)

- Taking care of entire sales order booking process for the cement plant which varies from 1.5 lakhs tones to 1.8 lakhs tones per month using ERP (SAP).
- Preparing document & reports (MIS) with regards to dispatches, sales and pending order which is communicated to the top management.
- Liaison between marketing team & IT technical team for the issue pertaining to SAP SD module and getting it resolved.
- Keeping track of all document and approvals related to price proposals for Non Trade & Trade parties and providing them to internal and external auditors.
- Coordinating with entire marketing team with regards to order generation and logistics department with regards to dispatches of orders.
- Handling price master for updating the price in system as and when required and having on hand experience in SAP SD module.
- Preparing presentation with regards to manpower requirement for the marketing team.

Project: ERP implementation of SAP

<u>Duration</u>: 8 Months, **<u>Role</u>**: SAP SD Coordinator

- Handled production module in the implementation process.
- Requirement gathering on the current business process and preparation of document for the new business process that will be implemented.
- Map the new business process to the current business process and recommend necessary and suitable changes to the business process that will improve the efficiency and utilization of the users.
- Involved in UAT to check the functionality of the proposed system along with other end users of this application.

WIPRO BPO, HYDERABAD TECHNICAL ASSOCIATE (September 2009 - September 2010)

• Technical troubleshooting of HP laptop over the phone for U.S. based customers.

TRAINING- BUSINESS ANALYST AT COEPD

- Preparing documents such as BRD & FRD.
- Creating of UML diagrams such as use case diagrams & activity diagrams.
- Use of tools like MS Visio & Axure 6.5.

ACADEMIC CREDENTIALS:-

- MBA from IIPM in Marketing & Finance with 64% in 2012.
- **B.Tech** from BVBCET in Electrical & Electronics with 62% in 2009.

TECHNICAL SKILLS-

Operating Systems : Windows XP/7

Modeling Tools : MS Visio 2007

Documentation Tools: MS Office 2007/2010 (Word, Excel, PowerPoint)

Languages : UML 2.0

ERP : SAP SD MODULE

PERSONALITY TRAITS:

- Committed & Solution driven.
- Resourceful, hardworking & problem solver.
- Customer-focused, highly organized self-starter & Time bound.
- Knowledge in operations management.
- Dedicated and highly ambitious to achieve personal goals as well as the organizational goals.

PERSONAL DETAILS:

Sex:

Male

Marital Status:

Unmarried

Date of Birth:

04-03-1986

Language Known: ENGLISH, HINDI & URDU

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Dubai