
 <b>Gulfjobseeker.com</b> <i>Helping you to search best jobs &amp; talent since 2002!</i> <b>APPLICATION FORM - NEW REGISTRATION</b> <b>NOVEMBER-2014</b>		Profile Score 	
Recent Photograph		Date <u>10 / 11 / 2014</u>	CV No <u>97230</u>		
Profession / Specialty		<u>Sales Coordinator</u>			
Industry / Projects		<u>Cement</u>			
Nationality		<u>INDIAN</u>	Place of Birth / City of Origin		<u>PORT BLAIR</u>
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated
Religion		<u>MUSLIM</u>	Birth date (DD-MON-YEAR)		<u>04/03/1986</u>
Languages		Mother Tongue <u>HINDI</u>	Other Languages <u>ENGLISH, URDU</u>		
Qualification		<u>M.B.A. / B.TECH.</u>			
Gulf Experience		<u>0</u> Years <u>0</u> Months	Total Experience		<u>3</u> Years <u>8</u> Months
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Visa Validity Date		<u>D 29 M 11 Y 2014</u>	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input checked="" type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		<u>INR</u>	<u>42,000/-</u>	Last Salary Verified	<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract
Expected Salary		<u>AED</u>	<u>5000/-</u>	<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input checked="" type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search?		<u>Better Opportunity &amp; lifestyle</u>			
How many jobs you have applied so far?		<u>10</u>	How many interview calls you have received so far? <u>3</u>		
What is your talent? Describe in detail. <u>A hard working and positive attitude person with a zeal to perform.</u>					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	<u>1</u>
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	<u>1</u>
IT Literacy	<u>1</u>	Arabic Proficiency		On Job Training Certificates	<u>1</u>
				IELTS Proficiency	
Bonus Score	<u>1</u>	+ Gulf Score		+ Education Score	<u>3</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					<b>= Total Score</b>
					<b>5</b>



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### **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

**Duration:** 8 Months, **Role:** SAP SD Coordinator

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- 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-**

<b>Operating Systems</b>	: Windows XP/7
<b>Modeling Tools</b>	: MS Visio 2007
<b>Documentation Tools</b>	: MS Office 2007/2010 (Word, Excel, PowerPoint)
<b>Languages</b>	: UML 2.0
<b>ERP</b>	: 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**