**CURRICULAM VITAE**

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**REJITH.**

**REJITH.192256@2freemail.com**

MBA (Specialized in Marketing & Finance)

**PERSONAL PROFILE**

A highly motivated professional & competent field Sales & Marketing, Accounts with more than 10 years experience in UAE (7 Years) & India (3 Years).A goal orient team player who is diligent, reliable and processes the ability to make strong & positive judgment resulting in problem resolution.

**OBJECTIVE**

To be one among the elite group of management enthusiasts and to work in an organization, that gives me an opportunity to improve myself in the management field.

 **WORK EXPERIENCE**

**AUG 2014 - Till Present working as Lootah Group Of Companies LLC, Dubai**

 **Purchase Assistant \ Accountant at Lootah Crusher Div: National Ready Mix Concrete Co.**

A Purchase assistant to ensure timely purchases is done and documentation of the purchase flow

is done. The main responsibility is to ensure all GRN is booked against delivery done to the Crusher Garage Center Store and cross checking the materials & ensure it is properly invoiced to all division plants.

* Making Purchase Order (Local & foreign)
* Collecting the Quotations & Prepare the Price Comparison & Material Quality Comparison report for each and every Material Request.
* Update the stock availability for site Heavy Machine Spare parts section & Crusher Parts.
* Follow up & Updated to the Every Material Requisitions & LPOs.
* Emergency Brake down work attending the Plants & Vehicles for the job completing task.
* Co ordinate with plants for confirmation of delivery for Purchase orders & Cross checking the material.
* Follow up with supplier for delivery notes and Invoice against Purchase orders made and delivered sites.
* Booking of all GRN against all Purchase orders made and delivered.
* To collect statement of accounts from all suppliers and ensure all GRN is made, also to ensure that no delivery has been done without proper Purchase Order
* To maintain file supplier wise for all GRN made
* To maintain track of Purchase Order flow (Purchase Order-GRN-Invoice booking)
* To submit all GRN& Invoice along with statement of Accounts to Accounts Payable in Head office for cheque Preparations.
* To help in sister company reconciliation.
* Prepare the Aggregate Material Sales Quotations & Co ordinate with our other plant Aggregate availability & Trips wise delivery Updation.
* Aggregate Cash Sales daily Trip wise Updation to Dispatch & Head Office.

**Feb 2013 – July 2014 MEA RESOURCE SOLUTIONS.**

 **Retail Officer Direct Sales at United Arab Bank, Abu Dhabi &**

 **Sales Officer at HSBC-TPSA Middle East, Abu Dhabi**

* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers for further business.
* Cold calling to arrange meetings with potential customers to prospect for new business**.**
* Explaining the terms and conditions and closing sales.
* Gathering market and customer information.
* Challenging any objections with a view to getting the customer to buy.
* Advising on forthcoming product developments and discussing new special promotions,

Gaining a clear understanding of customers' needs and requirements.

* Job profile is selling Bank’s Credit Cards.
* Visiting Assigned companies.
* Ensure all customer inquiries and complaints are handled promptly and efficiently.

**June 2010 - November 2012 SALES COORDINATOR CUM SHOWROOM INCHARGE** at

 **BLACK POWER COMPUTER TRADING LLC**, **Dubai.**

* Dealing with telephone enquiries from customers & Customer assistance.
* Liaising with the sales team
* Sending out and chasing confirmations from client
* Assisting accounts payable/receivable & Dealing with internal/external post
	+ Warehouse maintenance & Merchandizing.

**April 2009 - March 2010 ASSISTANT MANAGER at**

 **KOTAK MAHINDRABANK,** Trivandrum Branch, Kerala, India.

* Manage and exceed all sales and service functions and goals.
* Oversee daily sales and service operations.
* Promote Bank’s vision and values on a daily basis.
* Create a quality relationship between retail bank and business partners within the banks corporate departments.
* Opening accounts & Selling our accounts and products.
* Handling customer issues & Auditing and filling out reports for the branch.
* Supervise, manage and train staff.
* Scheduling Staffs & Approving time cards.
* Prospecting for new business as well as renewing existing contracts.

**June 2007- March 2009 RELATIONSHIP MANAGER at**

 **KOTAK SECURITIES**, Trivandrum Branch, Kerala, India.

* Increasing the client base through new clients and acquiring new business.
* Preparing sales presentations from survey research data to create competitive advantage.
* Supervising a team of Sales Executives related to all Sales Administration and Marketing activities
* Maintaining relationships with assigned client’s decision makers and influencers.
* Experience of phone prospecting, and cold calling for leads & doing site surveys.
* Prospecting for new business as well as renewing existing contracts.
* Selling banking products and life insurance products.
* Meeting with clients & follow ups.
* Achieving the targets fixed by the Top- Levels Management.
* Maintain up-to-date & detailed knowledge of the company’s Products.
* Going out and doing site surveys.

**ACADEMIC QUALIFICATIONS**

* **2005- 2007 Master of Business Administration** (2 Year Full

Time Program) Affiliated to **Kerala University, India**.

* **2001- 2004 B.com with computer application**, Affiliated to **Kerala**

**University, India.**

**COMPUTER PROFICIENCY**

Office Suit : Microsoft XP, Vista, 2007, TALLY,

 Orion & Oracle

**KEY SKILLS** : Good Communication, Presentable, Energetic& Pro-active

**LANGUAGES KNOWN** : English, Hindi, Malayalam, and Tamil

**PERSONAL PROFILE**

Date of Birth : May 30, 1984

Sex : Male

Marital Status : Married

Permanent Address : Kerala – India

Visa status : Residence Visa

Notice Period : 30 Days

**REFERENCE: Based on Request**

**Declaration:**

I hereby declared that the above mentioned details are true and correct under my knowledge and belief.