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**Date** :

**To** :

**Subject:**  Application for the position of suitable post.

Madam / Sir,

It is pleasure to present my credible C.V for the above said position, hoping that it meets your vacant position in your esteemed organization

Academically, I’ve received Master degree in Business Administration (Finance) from one of the premier business School, In Bangalore, India. Moreover, I’ve more than 14 years of successfully proved job profile, including 07 years experience in Middle East(6 Years in Dubai) in management level. Moreover I acquired finest overall experience in the field of Administration Respected, Sales & Marketing, Finance, accounts & Quality which will be an asset to the organization.

Thanking you for your precious time & anticipating your early response.

With warm regards

Sincerely yours,

**SUMMARY**

MBA (Finance Management) having 14 years successful Job experience in Administration, Quality, Sales and Marketing with professional approach always kept me high and deserving.

**OBJECTIVE**

Seeking a challenging & professional long term career in Management level in a progressive organization, I am capable &resourceful to handle any business related challenges with proven track record of outstanding success, Continually strive for excellence. My Rich and extensive job experience with proficiency will substantially enhance organization productivity and profitability

**EMPLOYMENT DETAILS**

* **Designation & Period : Manager - Sales & Marketing.**

**(FromDecember, 2012 to April 2014)**

**Organization : Jashan Steel Trading Company, Riyadh,**

**Saudi Arabia**.

**Duties & Responsibilities :**

* Obtaining enquiries from EPC contractors.
* Negotiation and finalization with customer.
* Generate New Business according to strategy.
* Manage Daily Operations of the branch& Review employee performance.
* Develop and  implement sales and profitability plans according to account management principles that ensure the development and maintenance of account plans.
* Direct all operational aspects of the branch to include distribution operations, customer service, human resources, administration and sales in a manner that  supports reaching the profitability goals.
* Ensure that all areas of work performance or departments are properly staffed and directed.
* Follow company policies  and procedures.
* **Designation & Period : Manager - Adminstration, Sales & Marketing.**

**(September, 2008 to October 2012).**

**Organization : ABCO Steel International Pvt. Ltd, Hasan,**

**India**(Leading steel supliers ).

**Duties & Responsibilities :**

* Plan, prepare, & develop, Monitor and execute Administrative policy & procedures for the company and monitor and ensure its correct implementation.
* Business planning & Development.
* Understanding and Implementation of various guidelines for meeting Organization goal.
* Generating Business for the company and maintaining healthy relationship with customer etc.
* Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
* Maintaining Sales report and reporting to the G.M & CMD.
* Recruitment, selection & Training the new team member on the process and make them to reach the target.
* Designing Sales promotion activity to boost the sales of the company to meet the organization goal.
* Liaison with Government and Semi Government Departments related to legal and other Administration matters. Ensure that all the documents & records renewed in time & maintain all the records.
* Liaison with Company advocate in preparing legal documents and Court Matters.
* Plan, Prepare Quality Management system, ISO related Procedures, records in accordance with ISO – 9001 -2008.
* Conduct Internal Training for the employees On various subjects including Quality.
* Performed other office assignments, as assigned by the Management.
* **Designation & Period : Officer – Adminstration –( September,2007 –**

Aug-2008).

**Organization : Winman Software Pvt. Ltd. Bangalore, India.**

**Duties & Responsibilities :**

* Plan and Perform Routine Office Administration assignments.
* Perform other Legal and Para legal related assignments.
* **Designation & Period : Sales Manager .**

**(May 2002 to July 2007).**

**Organization : Minako General Trading, Dubai, U A E.**

(Leading Dealer for Auto Parts & Accessories)

**Duties & Responsibilities :**

* Monitor Routine Office Administration assignments and ensure that such jobs are performed in accordance with agreed schedule.
* Conduct Business in Local and International marketing, handling customers from African, GCC other countries.
* Advise and monitor Sales, Marketing and Administration team and ensure that the jobs are done in accordance company policy.
* Assist in Planning and formulating Business strategies for the company and contribute in Product Development.
* Manage and Maintain Sales Enquiry, Orders & conduct further sales fallow up and ensure that Customer requirements are met .
* Monitor Inventory Management and Ensure that it is adequately updated from time to time.
* Supervise Purchasing activities and sort out customer’s complaints.
* **Designation & Period : Asst Manager - May 2001 to Apr. 2002.**

**Organization : Stanley Trading (Manufacturer & supplier for**

**oil Lubricants)-Dubai(U.A.E)**

**Duties & Responsibilities :**

* Establish, Update and Maintain complete books of accounts up to finalization.
* Ensure that Payable and Receivable records are properly maintained.
* Perform Bank related assignments of the company and supervise Office administration jobs.
* **Designation & Period : Accounts Executive (Sept. 1999 to**

**April 2001).**

**Organization : M/S Gurukul Career Institute For**

**Management Bengalore(ISO Certified).**

**Duties & Responsibilities :**

* Handling complete books of Account (Manual & Computerised), Prepare complete accounts procedural manual which is adopted by our franchiser as manual for all centre.
* Conduct Business planning and forecasting. and Handling All Bank Transaction and execure Data Processing.
* Support in quality related issues & assit in related ISO Audit.

**EDUCATIONAL CREDENTIALS**

* **Master of Business Administration (M.B.A)**  From Bangalore University, in the year 1999, with specialization in Finance.
* **Bachelor of Commerce (B.Com)** From Mangalore University in the year 1997.

**(Relevant Education certificates have been duly attested)**

**OTHER TRAINING COMPLETED**

* **Successfully Completed MBIT training program conducted by MBIT, U.S.A.**
* **Took part in various Trade fair & Exhibitions. and attended NSS Training**
* **Successfully Completed ISO 9001 – 2008) Internal Quality Auditor Course.**

# **Presently Pursuing Oracle ( ERP ) Training.**

* **Has Undergone summer training project in M.B.A at Mangalore Refinery &Petrochemicals Ltd.(M.R.P.L)**
* **Project work on “Study on financial management of KSDL” Bangalore, focusing Key areas of financials which submitted to Board of Directors**.

**COMPUTER SKILLS**

* **Diploma n Computer Applications –** Proficiency in MS Word, Excel, power point, Internet and E-mail, Out look

**PERSONAL DETAILS**

###### **Date of Birth :** 03rd July 1974

###### **Marital Status** : Married with 03 children

###### **Nationality :** Indian.

###### **Sex :** Male

**Religion**  : Muslim

**OTHER DETAILS**

**Reference : Will be provided upon request.**