**Gulfjobseeker.com CV No:** **1309446**

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To get contact details of this candidates

Submit request through Feedback Link

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OBJECTIVE

I desire to apply for a Suitable Position wherein my knowledge of this industry will be employed. I look to grow in a vibrant environment wherein I can further my career at the same time, benefiting the company that will provide compensation proportionate to my abilities.

AREAS OF EXPERTISE

* Business Development
* Project Controls
* Team Building
* Estimating & Proposals
* Budgeting / Cost Control
* Team Leadership
* Contract Negotiations
* Planning & Scheduling
* Month-end Closing
* Account Management
* Monthly Payroll
* Accounts Payables/Receivables
* Credit and Collection
* HR Management
* Customer Service

EDUCATION

B.A Degree in English Literature

Advanced Diploma in Computer Applications

Year 1989 – 1994

Diploma in Office Administration from NADIA Training Institute

Year 2014

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

Rhythm Curtains Trading, 2010- till date

Reflections Advertising LLC,

**Business Development/ Office Manager**

Gloria Curtain Company LLC 2008 - 2010

**Marketing Manager**

Orris General Trading 2006 - 2008

**Sales Manager**

Pankoul Furniture LLC 2002 - 2006

**Sales In charge**

Impact Furniture LLC 1996 - 2001

**Sales Executive**

Duties &Responsibilities

* Provide leadership and vision to the organization by assisting the Board and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans.
* Research and write discussion papers, analysis documents and proposals as needed to assist the organization in determining and meeting its long and short term goals.
* Oversee preparation of an Annual Report summarizing progress on short and long range plans.
* Manage Accounts Payables/Receivables and expenses control procedures including petty cash, bank and account reconciliation, Cash receipts, disbursements, finance charge, billing, invoicing, purchase order and inventory verification, preparation of daily bank receipts.
* Establish and maintain Human Resources related employee files reflecting salary increase, deductions, and benefits exercising a high level of confidentiality.
* Continuously seek to improve operations and ensure compliance with operating standards to ensure brand integrity.
* Set expectations and holds the company team accountable for implementing the business strategy and company initiatives throughout all aspects of operations.
* Conduct regular audits to ensure all procedures are being followed correctly and standards are being adhered to.
* Conduct physical inspections of all areas of the property/premises in order to evaluate the condition relative to health, safety, risk management, asset preservation, customer service, and company standards.
* Brand philosophy and ensures alignment with brand strategy amongst the management team and staff.
* Ensure services delivered by service staff meet or exceed clients expectations and create customer loyalty.
* Executes the company’s service guarantees and continually focuses on improving clients satisfaction and retention..
* Review findings with management team and ensures appropriate corrective action is taken.
* Develop systems to enable associates to understand clients satisfaction results.
* Create and sustains a work environment that embraces the company’s culture, ensures fair and eqitable treatment among associates and provides for a high level of associate engagement.
* Oversee the development and management of the annual operating budget including capital expenditures to achieve or exceed budget expectations.
* Ensure successful performance by increasing profitability and providing a return on investment for the organization.
* Recommend revenue-enhancing capital improvements and capital programs for expense reduction.
* Provide input & supports overall operation strategy; ensures alignment with the business strategy and proper pricing and positioning of the company in the market.
* Ensure the maintenance of official records, by-laws, and standing rules according to Board action.
* Attend Board and Coordinating Committee meetings, disseminating information between governance bodies and staff, and reporting on workplace operations, finances, planning, and other matters as necessary.

SKILLS

Efficient in:

* MS Office

LANGUAGE

Fluent in:

English (written – Spoken)

Hindi (written – Spoken)

Arabic ( Spoken)

PERSONAL

Marital Status : Married

Date of Birth : Mar 1972

Gender : Male

Nationality : Indian

REFERENCES

Available upon request