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| **Gulfjobseeker.com CV No:** **1316256****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php>

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| **Professional Snapshot** | **Result oriented professional with a broad exposure to Purchase in Commodities and Disposable goods, Business development, Document Controller, sales, client relationship, Counseling, Training, Administration and customer service.** |

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| **Professional Skills*** **Excellent team building and leadership abilities**
* **Excellent written and oral communication skills**
* **Skilled negotiator and keen thorough professional**
* **Aggressively identifies opportunities, develop focus and provide effective solutions**
* **Experience at working both independently and in a team-oriented, collaborative environment**
* **Attentive listener and excellent communicator, orally and verbally**
* **Productive worker with solid work ethics**
* **Capable of exerting optimal effort in successfully completing tasks**
* **Ability to work on own initiative and having confidence and composure under pressure**
* **Strong vision and quality of activities in performing duties and responsibilities**
* **Analytical and problem solving skills**
* **Commitment to excellence and success with positive attitude**
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| **Professional Experience**

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| **Seven days Trading & Contracting W.L.L.** **Doha, Qatar** | **February 2013 To September 2014****Purchase officer in Disposable Goods** |  |  |

**Responsibilities Handled*** **Negotiate for best package in terms of quality, price, term, delivery and service with manufactures and suppliers**
* **Coordinating the overseas purchase of products**
* **Maintain complete updated purchasing records/data and pricing in the system**
* **Managing and following up overseas orders**
* **Coordinate with the shippers with respect to the delivery schedules**
* **Inspection and verification of the product quality**
* **Execution and monitoring of regular purchase orders**
* **Coordinate with suppliers ensuring punctual delivery**
* **Responsible for the preparation and processing of purchase orders and documents in accordance with company policies and procedures**
* **Ensure competent quality execution of all regular purchase**
* **Source, select and negotiate for the best product in terms of quality, price, terms, deliveries and services**
* **Plan and manage inventory levels of materials / products**
* **Prepare reports and summarize data including sales report and face value**
* **Coordinates efforts of procurement, production, marketing, field, and technical services**
* **Ensuring quality service by establishing and enforcing organization standards**
* **Improvises on professional and technical knowledge by establishing personal networks**
* **Contributes to team effort by timely support and coordination**

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| **St John’s Academy****Cochin, Kerala, India** | **September 2010 To October 2012****Training Head** |

**Responsibilities Handled*** **Train the executives of different companies to improve in sales strategies**
* **All round training in Personality Development and Skills Aptitude**
* **Organize interactive lectures on Leadership Power, Styles and Administration, Interpersonal Relations,Flow of Communication and Listening with Barriers of Communication, Stress Management, Conflict Management, employee retention and welfare**
* **Focusing and investing on the importance of groups and team building in organization**
* **Counseling employees to improve their work attitude and interest**
* **Motivating the performance of the employees and motivating them**
* **Supervising and managing all the day – to – day office administrative activities**

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| **BharatiAxa Life Insurance Co.Ltd.** **Cochin, Kerala, India** | **March 2009 To August 2010****Branch Manager** |

**Responsibilities Handled*** **Training and leading a 15 member team for their group output**
* **Motivating and supporting the team to ensure the Branch targets are achieved**
* **Preparation and responsible for the daily report to the head office**
* **Tracking the daily business**
* **Monitoring each individual team member and identifying their requisites**
* **Responsible for the preparation of the monthly schedule**
* **Responsible for the daily schedule of the team**
* **Responsible for customer retention and overall activities of the branch**

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| **Bajaj Capital Ltd.** **Cochin, Kerala, India** | **June 2007 to February 2009*** **Customer Relationship Manager**
* **Branch Manager**
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* **Responsibilities as a Customer Relationship Manager**
* **Responsible for daily Sales and achievement of monthly**
* **Responsible for daily report of the activities**
* **Responsibilities as a Branch Manager**
* **Responsible for the recruitment and training of the employees**
* **Compilationand daily report to the head office**
* **Preparation of branch accounts, reports & transactions**
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| **Academic Qualifications**

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| **Master of Social Work (M. S. W.)****Specialized in Counseling and Clinical Psychology** **2007 – 2009** **Bachelor of Arts (B. A.)****History & Archeology****2004 – 2007****Higher Secondary Education (H. S. E.)****Twelfth Grade in Humanities Stream****2000 – 2002** **Secondary School Leaving Certificate (S. S. L. C.)****Tenth Grade****1998 – 2000**  | **Annamalai University** **Tamil Nadu, India****Mahatma Gandhi University****Union Christian College****Aluva, Ernakulam, Kerala, India****Government Higher Secondary School** **Elamkara, Ernakulam, Kerala, India** **Little Flower Higher School** **Narakal, Ernakulam, Kerala, India** |

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| **Language Proficiency****Can Read, Write, and Speak English, Hindi, Malayalam and Tamil** |

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| **Extra-Curricular Activities & Hobbies****Watching news and current affairs****Reading****Counselling & Training** |

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| **Personal details**

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| **Date of Birth****Gender****Nationality****Family** | **: 01 June 1984****: Male****: Indian****: Married, and has a daughter of 3 years** |

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| **References & Certificates****Can be provided upon request** |

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| **Declaration****I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief.** |

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