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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gulfjobseeker.com CV No:** **1316256**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php>   |  |  | | --- | --- | | **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.** |  |  | | --- | | **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** |  |  | | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Professional Experience**   |  |  |  |  | | --- | --- | --- | --- | | **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**  |  |  | | --- | --- | | **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**  |  |  | | --- | --- | | **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**  |  |  | | --- | --- | | **Bajaj Capital Ltd.**  **Cochin, Kerala, India** | **June 2007 to February 2009**   * **Customer Relationship Manager** * **Branch Manager** |  * **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** |  |  | | --- | |  |  |  |  |  | | --- | --- | --- | | **Academic Qualifications**   |  |  | | --- | --- | | **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** | |  |  | | --- | |  |  |  | | --- | | **Language Proficiency**  **Can Read, Write, and Speak English, Hindi, Malayalam and Tamil** |  |  | | --- | |  |  |  | | --- | | **Extra-Curricular Activities & Hobbies**  **Watching news and current affairs**  **Reading**  **Counselling & Training** |  |  | | --- | |  |  |  |  |  | | --- | --- | --- | | **Personal details**   |  |  | | --- | --- | | **Date of Birth**  **Gender**  **Nationality**  **Family** | **: 01 June 1984**  **: Male**  **: Indian**  **: Married, and has a daughter of 3 years** | |  |  | | --- | |  |  |  | | --- | | **References & Certificates**  **Can be provided upon request** |  |  | | --- | |  |  |  | | --- | | **Declaration**  **I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief.** | |