**Gulfjobseeker.com CV No:** **1336218**

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**P R O F I L E**

Dedicated, resourceful and innovative. Works well in a team and promotes entrepreneurial growth by supporting colleagues in creating an atmosphere of mutual respect and open Communication.
Having 3 years of GCC experience & working as a Business Development Executive in the Eastern Province of the Kingdom of Saudi Arabia.

Possess people skills, and proven ability to develop rapport with a team. Motivated to cultivate team involvement through consistent written and verbal communication, inviting organizational participation.

**O B J E C T I V E**

A Management/Sales position in the marketing field.

**E X P E R I E N C E**

**March 2011 – November 2013**

**Al Rayyis Steel Solutions, Dammam, KSA.**

**Al Rayyis Steel Solutions, aka, Nassir Al Rayyis Establishment is a steel fabrication industry pertaining to the steel fabrication needs of the Petroleum/Crude Oil Drilling Companies, Oil & Gas Industries within the Eastern Province of the Kingdom of Saudi Arabia.**

*Worked as a Business Development Executive at Al Rayyis Steel Solutions since 2011.*

* *Was in charge of handling some of the main Petroleum (****O&G)*** *drilling accounts such as Schlumberger Middle East (S.A), Nabors Arabia & Baker Hughes.*
* *Identifying the customer’s current & future requirements so as to work out with them to meet their needs.*
* *Reviewing client drawings, plans & other documents in order to prepare detailed technical proposals for them.*
* *Liaising with both current & potential clients to develop both existing as well as new opportunities.*
* *Handling official correspondence, PR statements, meeting clients and handling their customer queries about product, services offered and market price.*
* *Closing orders with field representatives and help correspond quotation prices and terms and also follow up on existing quotations.*
* *Assist in recruitment and hiring of new employees based on qualifications, skills and job requirements.*
* *Proficient at interviewing and selection of prospective fabricators and engineers after interviews with effective communication of mutual interests and requirements.*
* *Travelling & maintaining professional working contacts with key suppliers & third parties.*

**July 2007 – January 2011**

**Shelter Medics – Medical Gases Distribution, Kerala, India.**

*Was involved in the running of our family business operation that involved the procurement of medical gases (oxygen and nitrous oxide cylinders) to hospitals.*

 *Marketing of cylinders to various hospitals in the district.*

 *Quoting & taking stock of raw materials & inventory.*

 *Co-coordinating & managing the workers in an efficient manner to meet customer demands.*

**September 2005 – February 2007**

**360 Degrees – Events Management, Chennai, India.**

*Worked as a freelancer for an Events Management company called 360 degrees.*

 *Procuring manpower & raw materials.*

 *Working out the logistics for an event.*

 *Acting as the intermediary between the superior and the workers to coordinate an event.*

**E D U C A T I O N**

 Senior Secondary School - PeeVees Public School, Nilambur Kerala. (2002-2004)

- International Indian School, Dammam. (Schooling unto 8th std)

**S K I L L S**

Writing Skills:

 Writing and composing business correspondence.

 Producing a variety of business materials like letters, proposals and forms.

* Proof reading and editing all referenced written business materials.

Marketing Skills:

* Developing and implementing marketing and sales campaigns.
* Evaluating target markets and proposing market strategies.
* Managing and overseeing all phases involved within an operation thereby coordinating efficient communication between the production team and the vendor.
* Promoting products, generating leads and initiating sales.

Communication Skills:

 Establish, improve and maintain client relations.

* Researching and conceiving newsletter articles.
* Address customer inquiries, interpret and deliver information, propose suggestions and provide guidance.

 Identify, investigate and negotiate results.

 Serve as a representative and liaison.

 Multilingual (English, Hindi, Urdu, Malayalam, Tamil and basic Arabic).

 People person, customer service oriented and an empathetic listener.

Computer Skills:

 Highly proficient in Microsoft Windows XP/Vista/2000-2007 operating systems.

* Good working knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook), Internet Explorer and fast keyboard skills.

**P E R S O N A L D E T A I L S**

 Date of birth- 24th November 1984

 Marital status- Married.

 Nationality-Indian.