**SUNIL**



[**SUNIL.320248@2freemail.com**](mailto:SUNIL.320248@2freemail.com)

**Business Management Professional**

**Career Objective**

A talented young business management professional with an MBA degree, specialized in Marketing Management with consistent academic record. Seeking employment with a growth oriented organization that provides opportunities for progression and development in career as well as the professional skills and experience.

Areas of interest;

* Marketing, public relations and advertising.
* Relationship management & customer service operations.
* Open to assignments with a fashion / retail house or in the Hospital Industry**.**

**Job Profile**

**Commercial and Sales Coordinator**

**Pearl Catering and Hospitality Services Est. Abu Dhabi, UAE**

**From 22nd November 2015 till date.**

* ***A. Commercial and Contracts***
* Reviewing tenders/bids for the preparation of financial and technical proposal. Raise clarifications if ever available.
* Preparing / Drafting of a comprehensive proposal to be submitted to our clients. Ensuring that the pricing and technical documents are compliant to all requirements within the tender/RFP as well as any government requirements that may be specified.
* Preparing / Drafting the costing sheet as per the tender/bid requirement and finalize the cost with the Commercial Manager and General Manager.
* Handling client telephone and email inquiries regarding the company provided services. Records of inquiries and follow up to be kept in the database.  
  Accompany the operations department in the site visit.
* Acting as the primary contact point for customers, handling all correspondence which has to be sent out promptly and liaising with the top management for review and further pricing.
* Handling initial inquiries both by telephone and email regarding the company provided services. Records of inquiries and follow up to be kept in the database.
* Acting as the primary contact point for customers, handling all correspondence which has to be sent out promptly and liaising with the top management for review and further pricing.
* Drafting contracts for the clients, subcontractors and suppliers.  
  Reminding the top management for any expiring contracts for their further advice.
* Updating commercial reports with the latest status and updates of proposals and contracts.
* ***Sales and Administrative Support***
* Handling all Sales Call, Preparing Catering Agreement for clients , Responsible for all Sales system Support. Providing Client Support on Feedbacks & Complaint and effectively handling them (Negotiation &Problem Solving)
* Proper document control/filing storage for important drawings, files, layout and other confidential files.
* Distributing memos, circulars, etc.
* Arranging management meetings and preparing minutes.  
  Providing wide range of administrative, clerical and office support for the Area Manager and Operations Manager.

**Assistant Store Manager**

**Reliance Retail (Reliance Digital), Mangalore, India.**

From 03-08-2013 to 15-09-2015

* Oversee store operations including merchandizing and inventory.
* Monitor sales benchmarks.
* Offered exemplary customer service to every customer by meeting their requirements while completing their order.
* Train employees for customer management duties.
* Prepare staff work schedules to cover holidays and sick leave etc.
* Suggest ways to improve a store sales and the performance of members of staff.
* Prepare and transmit daily bookkeeping.
* Manage daily banking duties.

**Academic Qualifications**

* MBA in marketing management with the dual specialization of HR from SIMS, Pandeswar, Mangalore. Under Mangalore University.
* BA. Development Economics from St. Pius X College, Rajapuram under Kannur University.
* Class 12th( Commerce stream with Informatics ) from JawaharNavodayaVidyalaya, Periye, Kasargod (CBSE Board) in 2010. ( secured 75%)
* Class 10th from JawaharNavodayaVidyalaya, Periye, Kasargod (CBSE Board) in 2008.

**Extra curricular activities**

* Participated in National Level Management fest and secured prize in Marketing event.
* Headed Marketing event in the National Level Management Fest in SIMS, Pandeswar.
* Presented Papers and Seminars in State level and College level programs
* Participated in State Level Camps of NSS
* Completed Kerala Government’s 21 days Trainers Training Program.

**Computer Proficiency**

* Basic knowledge of MS Office Suite, Basic hardware and Internet Applications