Curriculum Vitae

**SIVADASAN**

**SIVADASAN.329878@2freemail.com**

Microsoft Certified Professional

**Application for the post of SENIOR SALES AND MARKETING PERSONNEL**

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 12th September, 1962

Marital Status : Married

Languages Known : English, Hindi, Tamil and Malayalam

Visa Status : U.A.E. Residence Visa

Driving License : Valid UAE Driving License

**QUALIFICATION**  :

Academic

* BA Graduate

Professional

* Microsoft Certified Professional
* Conversant with Windows Word, Excel and other MS Applications related to Office Routine Works.
* Proficiency in Stenography, Typing.

**OBJECTIVE**

* A mentally challenging and intellectually satisfying position with career advancement possibilities.

**CAREER**

I started my career from BOMBAY, the business city of INDIA, and gained good experience from various Multi-national companies. The assignments in leading organizations in UNITED ARAB EMIRATES lead into the career best portfolios and working environments also an asset to my profession which given me full confidence in promoting my profile for management cadre to give any entities’ positive results. My association with leading organizations are given hereunder.

**EXPERIENCE :**

**8 Years** : Since 2009, I am working with HH Property Management as Sales Manager.

**Job Functions :**

* Sales & Finance Management
* Administration

**10 Years** (October, 1998 to November, 2008) with a leading IT Organization ITQAN Al-Bawardi, Abu Dhabi, in Sales & Finance Department and Administration.

**Company Profile**

A well known IT establishment in United Arab Emirates, under the umbrella of Al-Bawardi Group, supporting Government, Semi-Government, Private Sectors, Oil sector, as solution provider with the latest technology.

**Job Functions:**

* Sales Assistance, supporting 4 Sales Executives connected to Government Sector such as GHQ, Department of Planning & Economy, Federal Entities, Ministerial Offices, Private Sectors, Oil Sector ADNOC Group of Companies and other Oil and Gas Organization.
* Tele-Sales
* Self Correspondence with customers and Suppliers.
* Preparing Quotations, Purchase Orders and Tenders.
* Attending Telephone Calls, Fax Operations and Filing.
* Co-ordination with internal departments.
* Co-ordination with suppliers, negotiation for better pricing for purchases.

**4 Years** (1994-1998) with a leading Information and Telecommunication Organization, a division of well known group Suhail and Saud Bahwans, Sultanate of Oman, as Personal Assistant/Secretary to General Manager.

**Company Profile**

A Well known Information and Telecommunication Establishment, supporting mainly ETISALAT . This organization is a division of SSB Group, Sultanate of Oman. SSB Oman, is one of the major business entities in Sultanate of Oman with various offerings in the domestic market and neighboring countries.

**Job Functions:**

* Co-ordination with Sales Staff
* Self-Correspondence with Customers and Suppliers/Principal Companies.
* Preparing Quotations, Purchase Orders and Tenders.
* Attending and Assisting GM
* Administration on all Office routine activities
* Co-ordination with Internal departments.

**3 Years** (from 1992-1994)

From 1992-94, I worked with one of the giants in Pharmaceutical Suppliers, the first Agency in United Arab Emirates, M/S. AHMED KHALIL AL-BAKER TRADING EST., Abu Dhabi, a leading wholesale distributor of well known multi-national pharmaceutical companies from US, UK, Ireland, Belgium and France, through out in United Arab Emirates.

**Company Profile**

A well known Pharmaceutical Distributor based in Dubai, AL-BAKER EST., which is a major business establishment in Doha, Qatar, with various products in the market. In UAE, Al-Baker Establishment is a main supplier to Government Institutions/Hospitals, and also in Private Sector.

**Job Functions:**

* Secretarial Work and managing the reception desk with utmost competence.
* Self-Correspondence with Customers and Suppliers.
* Preparing Quotations, Purchase Orders and Government Tenders.
* Attending Telephone Calls, Fax Operations and Filing.
* Co-ordination with the supply and sales team.

**8 Years** (from 1985-1992)

During 1985 to 1992, I worked with a leading Automotive Accessories Manufacturers in Bombay, India, BHARAT RADIATORS, a sister concern of well known Automobiles Manufacturer, PREMIER AUTOMOBILIES, a company under LALCHAND HIRACHAND Group.

I worked with BHARAT RADIATORS, as Secretary to Financial Controller.

**Job Functions**:

* Self Correspondence with Banks and Auditors
* Preparing Quotations
* Attending Telephone Calls, Fax Operations and Filing
* Assisting Accounts Staff

**2 Years**, 1984-1985, I worked with VOLTAS Ltd., ICIM (International Computers Indian Manufacture Limied), Bakubhai Ambalal – A Division of Ambalal Sarabhai Enterprises, in Bombay, India.

**MY STRENGTHS** :

* Result Oriented, Well Organized, responsible, dedicated and sincere in work.
* Good communication, public relations and interpersonal skills.
* Possess a high level of integrity, experienced to Multinational working environments.

**Visa Transfer/NOC available.**