

Anil

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**Administration / Sales & Marketing Professional**

**Objective:**A Challenging and progressive career with an organization where, the combination of my knowledge, experience and communication, along with my creative thinking will contribute in the organization‘s achievements and personal security.

**Summary of Qualification:**

* Diploma in Computer Engineering
* Completed Doeacc’s B-Level –(Master of Computer Applications Equivalent)
	+ - Completed Doeacc’s A-Level
		- Computer Hardware Diploma

**Experience History:**

Since 2013 self-employed.

July 2009– July 2013 : **RedroseGarments Exporters,** Ajman Free zone, UAE, as **Administrator**

**Job Profile:** Responsible for the day to day general administration of the organization, assisting the production manager, sales team and supporting the staff team.

* Provide general administrative support to the Chief Executive and staff team.
* Undertake general administrative duties – communications handling, file management, reports, general purchasing
* Undertake and assist in the recording and processing of invoices, payments as required and instructed.
* Administrate the petty cash system and proper record keeping.
* Maintain central filing system,general database and archive.
* HR assistance in view of visa processing and other governmental activities.
* Support to the matters relating to the premises and operations including security, alarms, insurance and transport
* Controlling all sales agents in view of delivery and other customer services.
* Supervises, coordinates activities of workers engaged in sewing, pressing and also inspecting.
* Inspects work for adherence to specifications.
* Notifies technicians and managers when machines malfunction.
* Train workers in assembly of new policies and systems.
* Perform other duties as and when needed.

Nov 2006–Apr 2009: **M/s. Al Haya Waste Management & Projects Co., W.L.L,** Doha, Qatar, as**Asst. Office Manager**

**(**Exclusive distributor of biodegradable plastic additives and Environmental friendly products in Qatar)

Sep 2003– Sep 2006: **M/s. Emirates Industrial Gases Co., LLC**. (**EIGC**), Dubai, UAE, as **Zonal Marketing Coordinator**

**(**Leading Cryogenic Gas Separator & Distributor in UAE.)

**Job Profile:** Support the Zone Manager and Sales and Marketing Manager on the day to day activities, sales reports and sales administration of the Central and North zone (Ajman & Fujairah).

* Management of entire zone.Customer management and periodic surveys.
* Controlling all sales agents in view of delivery and other customer services.
* Ensures the proposal and pricing is accurate and technically correct line with customer requirements.
* Severe monitoring of enquiries and complaints from customers.
* Monitoring the drop in customers and uptakes.Document control and report generation for the entire zone.
* Act as a link between ZONE and other Departments and Branches.
* Follow-up works with Engineers and other Departments. Preparation of drawings for Projects.
* As an administrator, controlling entire administrative requirements and coordinating with corporate office.
* Co-ordination between PRO and Employees for Admin duties.HR Assistance for the employees.
* Electronic Library Custodianship.
* Act as a link between SALES&MARKETING and other Departments and Branches.

**Computer Background:**

* Operating System : MS – Windows 2000 / Xp / NT 4.0, LINUX & UNIX
* Programming Languages : Visual Basic 6.0, C/C++, HTML
* RDBMS : Oracle 8i, MS – SQL Server 7.0, FOXPro
* Development Tool : Crystal Reports
* Office Tools : MS Office 2003 – Word, Excel, Front Page, PowerPoint

**Education History:**

 1999-2001 Skiltek Computer Centre Cochin, India

* Completed Doeacc’s B level-Equivalent to MCA- awarded by Ministry of IT, India.
* Completed with 70% of marks Doeacc’s A level awarded by Ministry of IT, India.

1997-1998 Computorium-College of Computer Studies Kerala, India

* Diploma in Computer Hardware Maintenance and Servicing - Passed with 84% of marks.

1994-1997 Seethi Sahib Memmorial Polytechnic Tirur, India

* 3 year Diploma in Computer Engineering passed with 80% awarded by State Board of Technical Education, Kerala Govt., India.

# Selected Trainings & Seminars Attended

* Communication and Interpersonal Skills - Progress Management Consultants, Dubai, UAE
* Communication Etiquettes - Advanced Studies and Training Centre, Dubai, UAE
* Management Etiquettes - Progress Management Consultants, Dubai, UAE
* Telephone Etiquettes – Progress Management Consultants, Dubai, UAE
* Are you alone at workplace? – Interactive Training Division, Dubai , UAE
* First Aid and Heart saver CPR – The American Safety & Health Institute, Dubai, UAE
* Fundamentals of Marketing - Advanced Studies and Training Centre, Dubai, UAE
* Fundamentals of Supervision – Advanced Studies and Training Centre, Dubai, UAE
* Performance Management Workshop – Internal Training, Emirates Industrial Gases Co, Dubai, UAE
* Product Knowledge Awareness-Industrial Gases

# Skills

* Strong numeracy, computer and communication skills.
* Supervisory and team building skills.
* Analytical and problem solving.
* Time management.

**Personnel Data**

License : Valid UAE Driving License

Religion : Islam

Date of Birth : 30th 03 1979 , Kerala, India

Nationality : India

Languages Known : English, Hindi & Malayalam

Special Skills : Accept/Understand things quickly with the sense.