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| |  | | --- | | **Mr. JAYACHANDRAN KONGOARPILLIL** | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | | |  | | **Name** | Mr. JAYACHANDRAN  [JAYACHANDRAN.349008@2freemail.com](mailto:JAYACHANDRAN.349008@2freemail.com) | | | | **Date of Birth** | 27-05-1968 | **Sex** | Male | | **Nationality** | Indian | **Marital Status** | Married | | **Staying in** | UAE (Sharjah) | **Visa status** | Employment Visa | |  |  |  |  | | |  |  |  |  | | |  |  |  |  | | |  |  | | | |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGE SKILLS** | | | | | **Language** | **Speak** | **Read & Write** |  | | English | Excellent | Excellent |  | | Hindi | Excellent | Excellent |  | | Malayalam | Excellent | Excellent |  | | Arabic | Beginner | Working Knowledge |  |  |  |  | | --- | --- | | **SCHOLASTIC PROFILE / AREA OF EXPERTISE / COMPUTER SKILLS** | | | **Qualifications** | * Master’s Degree in Sociology (M.A.)   University of Kerala-India (APRIL/MAY 1992)   * Post Graduate Diploma in Computer Applications [PGDCA–Grade A+] (October 1990 – Computer Society of India (CSI) - Affiliated) * Bachelor of Science Degree [BSc. Degree-First Class]   Mahatma Gandhi University-[APRIL/MAY 1989] | | **Area of Expertise** | Product Sales & Marketing, Business Development, Procurement (local & Overseas), Administration, Customer Service, HR Management, Market Research & Analysis, New Product Concept-Designing-Development-Launching, Independently Setup & Commissioned Cosmetic Unit & Plastic Carry bag factory in Sharjah SAIF Zone. | | **Computer skills** | Having been very much acquainted with Computer programming in **C+**, **TURBO-C**, **dBase III plus**, **dBase IV**, **CLIPPER, BASIC**, **Q-BASIC**, **COBOL**, **Visual FoxPro** etc. And proficient in using Word star (all versions), Word perfect, **Lotus 1-2-3** and **MS OFFICE** packages such as **MS-WORD, POWER POINT, EXCEL, ACCESS, PUBLISHER, OUT LOOK, SCHEDULER +** etc.  Knows Accounting Packages like Tally, Sage, Peach Tree etc. |  |  | | --- | | **WORK EXPERIENCE** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Total Experience** | 24 Years | **UAE** | 18 Years | **Saudi Arabia -** 4 Years | **India -** 2 Years |  |  |  | | --- | --- | | **CARIEER PROFILE / PROFESSIONAL EXPERIENCE** | | | **Company** | **AL RIFAA FURNITURE LLC, UAE** | | **Period** | **January,2014 - February,2017 – (3 years + 1 month)** | | **Designation** | **Manager – Wholesale, Retail & Admin-Factory Operations** | | **Job Description** | The Company is one of the largest and oldest furniture wholesaler, exporter, retailer & joinery project contractor located in the Emirate of Sharjah, specialized in executing projects & making customized / tailor-made furniture’s as per customers order. The Company caters their furniture products thru three retail outlets and a wholesale office located in Sharjah. The Company has its own carpentry / joinery factory to make the furniture’s, all sorts of interior furnishing and manufacturing of sofa sets as per customers order.   * Responsibility includes Manage & Control all three Retails Showrooms and furniture & Sofa production factory through efficient and cost effective production processes. * Prepare all management reports, budgets preparation and factory production plans on weekly monthly and emergency basis at the time of project executions. * Materials procurement from local suppliers and international suppliers on regular basis. * Warehouse, Showroom & Factory inventory management and planning to move the slow moving materials thru promotions and offers. * Management of Furniture Supply to Major Projects, Joinery project executions with the coordination of contractors and subcontractors. * Planning and control of all Company Manpower, Equipment, Materials and limited resources. * Ensuring all health, safety and quality procedures required for employees and customers were met on execution of projects with Companies. | | **Company** | **HI-CHOICE FZC (UAE)**  **(CHOICE LABORATORIES INDIA LTD.)** | | **Period** | **April,2006 - December,2013 – (7 Years + 7 Months)** | | **Designation** | **Manager - (Sales, Production,Procurement & Administration)** | | **Job Description** | The Company is an overseas subsidiary of CHOICE LABORATORIES, one of the pioneers in toothpaste manufacturing industry and largest vendor in contract manufacturer or Private Labeler of personal hygiene and Cosmetic products based in Gujarat - India.   * A Solution oriented marketing professional with proven track record in development and implementation of strategic marketing plans, conducting market researches in numerous class outlets for new Product development, meeting local and overseas traders to know the current market demand, developing new channels & contract manufacturer clients for sales enhancement, scrutinize competitor products currently available in the market, product improvements and design changes etc. * Experienced in Various consumer product developments such as designing of products in Cosmetics, Toothpastes, Toothbrushes, Detergent powder etc. from its primary concept, product design and formulation to product launches. * Well versed with Export traders & markets of Gold Souk, Fikree market, Mushrid bazaar, Aweer and Al Ras markets of Dubai. * Apart from Product Marketing, responsible for installation and commissioning of a Complete Plastic Manufacturing Unit and Toothpaste manufacturing plant in SAIF Zone, Sharjah-UAE, further in-charge of manufacturing machineries procurement from various countries on competitive rates. * Liable for sourcing of respective raw material and trade materials required for the factory. * Effectively administrated entire manufacturing unit production, visibility to forecast sales orders, make vital production recommendations to ensuring raw material inflows synchronizing with production outflows * Familiar with Sea & Airport Customs procedures of Import/Export of machineries, raw materials and trade materials from various countries, further know Free Zone customs procedures. | | **Company** | **CLASS MARKETING MIDDLE EAST LTD. - UAE**  **(S.T.Dupont - Paris)** | | **Period** | **May,2003 - March,2006 (2 years +10 months)** | | **Designation** | **Supervisor - Area Sales & Marketing Supervisor** | | **Job Description** | The Company was the Middle East Representative of S.T.Dupont, Paris located in Dubai, scatter S.T.Dupont brand of cigarettes and other FMCG brands from Germany to all over Middle East & Africa.   * Liable for Listing, developing and handling the brands in key accounts, ensuring product movement, order executions and proper delivery as per scheduled. * Gathering competitive products information & competitor activities on regular basis, provides proper feedbacks to the Company on Product performance, ensuring product placement in all prime outlets, scheduling proper promotional plans for sales enhancement etc. * Ensures excellent client relationships, follow-up regularly on outlet related matters; take care of the business development by opening new channels in wholesale and retail sectors etc. * Analyzing team performance on day-to-day basis and motivate the sales & merchandising team to achieve the set targets. * Focuses regularly on credit collections, specialized in key account listing & contract negotiations, preparation of daily as well as monthly consolidated reports etc. | | **Company** | **CANUON TRADING LLC.**  **(Tai Sun (LIM KEE) Foods Industry PTE-Singapore)** | | **Period** | **September,1998 - April,2003 (4 years + 7 months)** | | **Designation** | **Supervisor – Sales & Administration** | | **Job Description** | The Company was the Middle East Representative of TAISUN (LIM KEE) FOOD INDUSTRIES PTE. LTD., SINGAPORE, one of the major producers and supplies of a variety of world class Snack Foods around the world. The Company based and operated from Sharjah, established TAISUN brand of food products all over the Middle East. Later, responsible for introducing new product add-ons like Glen-chewing Gum, Jila-sugar-free Chewing Gum and Jila Mints from famous FERNDALE Confectionary, Australia.   * Career record of achieving set goals and persistent performance on the base of dedication and professional work approach. Experience in Sales & Marketing, Administration, Vendor & Client management relations, Customer Service etc. * Worked as Sales Supervisor, in-charge of Administration from the very beginning, worked hard to establish the brand and the product in all Key Accounts and Supermarkets. The job responsibility includes Business Development, Placement of products in Outlets, Identifying potential distributors and whole sellers, placement price negotiations, reporting to Singapore principle office about product performance and customer feedback etc. * In-charge of Office Administration, handling 15 staffs of a fully fledge office & Warehouse. Responsible for personnel recruitment & their training (Sales Executives & Merchandisers) | | **Company** | **M.S AL-KHAMSAN CO. LTD., Saudi Arabia**  **(Contractor - SAUDI ARAMCO, MITSUBISHI HEAVY INDS. LTD )** | | **Period** | **April,1993 - September,1998 (5 years + 5 months)** | | **Designation** | **Secretary - Executive Secretary** | | **Job Description** | Worked as an Executive Secretary, responsible for managing and controlling all day-to-day routines of the office, such as responding to personnel & business letters of routine nature, diverting telephone enquiries to other executives, preparation of daily Appointment schedules, Statements, Circulars, Inter office memos, arranging overseas tours etc. Above all, act as a coordinator between Management and Supervisory staff, thus by conducting monthly meetings, submission of meeting minutes, report major activities/events to the Managing Director on daily basis etc. Further, I have been giving paramount importance to most of the business matters; I treat most official matters with strict confidence and exercise good judgment & diplomacy all times. | | **Company** | **NATIONAL INSTITUTE OF COMPUTER TECHNOLOGY [NICT], INDIA** | | **Period** | **January,1992 - March,1993 (1 year + 3 months)** | | **Designation** | **Programmer - Computer Programmer** | | **Job Description** | Started my professional carrier as Computer programmer, responsible for developing user-friendly application programs of the client needs.  Major software installation and training projects executed for Kerala Water Authority (KWA), Computerization of a range of Telephone Exchanges of Bharathiya Sanchar Nigam Ltd (BSNL), various Private clients and corporate firms etc.  Worked as a Computer programmer/Instructor and a student counselor look after both the recruitments of new candidates and counseling with new enthusiasts. |  |  | | --- | |  | |