**KRISHNENDHU**

**KRISHNENDHU.360303@2freemail.com**

# PROFILE SUMMARY

Versatile, dynamic and goal oriented professional with insightful work experience in answering all in-coming enquiries, writing proposals, meeting clients, converting bookings and co-ordinating all details relating to the sales activities. Strong track record of outstanding success in building partnerships and maintaining client relationships.Exposure in preparing request for quotation in SAP and sending the same to correct vendors for prices. Displayed excellence in following up of submitted quotations to major clients such as Abu Dhabi Polymers, NDC, Takreer, Fertil, Esnaad, Al Hosn Gas, Gasco, ADWEA, FEWA, DEWA andmore.

Polished persuasive communicator with strong leadership skills to effectively resolve problems and provide superior customer service. Excel in cross-checking the RFQ and supplier quotation, request supplier for technical clarification if needed. Experience in preparing quotations, proposals and providing information regarding terms of sales and delivery dates.Proficiency to prepare request for quotation in SAP and sending the same to correct vendors forprices.

# Core Competencies:

Tender Management, Price Quotation, Key - Account Management, Commercial Negotiations, On-Line Bid Submission, SAP Business One, Client Relationship, Marketing Strategy, Team Management.

**WORK EXPERIENCE**

**Technomax Middle East Engineering LLC, Abu Dhabi, UAE Technical Sales/Procurement Coordinator (Nov 2014 to Dec 2016)**

**Significant Highlights:**

* Displayed excellence in helping sales engineers to achieve sales target in the centralregion.
* Instrumental in maintaining and developing good relationship with customers through personal contact or meetings or via telephone andmore.
* Holds merit of winning tenders costing over 10million.
* An active member in CRM user for SAP implementationteam.

# Key Responsibilities:

* Working closely with customers, Regional Technical Managers and all internal departments to ensure smooth and timely receipt of purchase order related documents andinformation.
* Making sure that all incoming emails are replied to in a prompt fashion and with pertinent information. Communicatingwithdistributorsandcompanyrepresentativestoresolvequeriesaimedatbusinesspractices.
* Evaluating the orders received, clarifying deviations if any and coordinating with the purchase department for releasing the purchase orders and ensuring timelyprocurement.
* Entrusting with the accountability to register each and every enquiries receiving through various sources in SAP Business One. Grouping the received inquiries as Service and SupplyRFQ’s.
* Handling all enquiries receiving from clients, obtaining price from the right sources, preparing sales quotations, meetings with clients and suppliers for sorting out any issues regarding orders andoffers.
* Registering all enquiries that are received through various sources in SAP Business One. Evaluating the enquiries and taking decisions whether need to participate in bid ornot.
* Entrusting with the accountability to assist sales team by focusing on managing schedules and following up on salesquotations.
* Making sure that all incoming emails are replied to in a prompt fashion and with pertinent information. Communicatingwithdistributorsandcompanyrepresentativestoresolvequeriesaimedatbusinesspractices.
* Evaluating the orders received, clarifying deviations if any and coordinating with the accounts department for releasing the purchase orders and ensuring timelyprocurement.
* Resolving issues related to awarded orders, coordinating with supplier and customer for solving theissues.
* Discussing with the management for developing new business scopes and coordinating with suppliers to obtain dealership.
* Formulating innovative strategies and approaching each and every enquiry in a propermanner.

**Inter Elect Engineers, PUT (BRM Group Company), Kochi, India Project Coordinator (May 2012 to Jul 2014)**

# Significant Highlights:

* Displayed excellence in ensuring a positive, collaborative work environment for theteam.
* Provided assistance in implementing and adopting PM standards andmethodologies.

# Key Responsibilities:

* Shouldered accountability to coordinate the assigned projects from inception to completion, with all requirements for success. Attended in-house meetings regarding on-going projects and other electricalmatters.
* Evaluated and suggested improvements on workflow and standards related to projects. Ensured execution of the assigned projects within deadlines and budgets, and submitted reportsaccordingly.
* Managed entire gamut of project activities and provided necessary support to Project Management team. Followed documentation of agendas, minutes and action items from projectmeetings.
* Ensured availability of material requirement of ongoing projects and monitored pre-requisite of subcontractors for ongoing projects. Prepared rate comparison chart for materials and finalized appropriate suppliers as per requirement.
* Formulated project plan in MSP, sent enquires of materials to various suppliers and collected rate from them. Coordinated the projects activities from tender quoting to site handover.

# EDUCATION

**2012** B.Tech. in Electrical & Electronics Engineering, College of Engineering, Perumon, Kollam,70%

# Technical Qualification:

* Diploma in Auto Cad(Electrical)
* Diploma in Primavera (PPM Concept + PrimaveraBasic)
* Diploma inMSP

# Seminar:

* Hydrogen based utility energy storage system – A new method to produce electricity as a result of chemical reaction and hydrogen as aby-product.

# Projects Undertaken:

* Design of VFD for energy conservation in RGCCPP – Designing of a device for conservingenergy.
* DC low voltage systems Short circuit protection for DC low voltage system – A circuit forprotecting.

**IT Skills:** Basics (MS-Words, MS-Excel, Open office, Auto cad, Primavera and MSP etc.)

# PERSONAL DETAILS

**DateofBirth:** 16thFebruary1990

**Nationality:** Indian

**Marital Status:** Married

**VisaStatus:** Visit Visa, valid until 31stMay,2017

**Languages Known:** English, MalayalamandHindi **DrivingLicense:** Indian