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| ansu***Career Objective:****To work in a creative environment, where I can utilize my skills and to pursue a challenging career towards the goal of attaining the best standards and shouldering equal responsibility in the development with promising teamwork.****Strengths:**** *Highly target oriented.*
* *Reliable and responsible work oriented.*
* *Dedicated and commitment, willing to take challenging roles.*
* *Motivated & determined.*
* *Hard working and confident.*
* *Excellent communication.*

***Personal Data:****Date of Birth* ***:*** *17/05/1982**Sex* ***:*** *Male**Nationality*  ***:****Indian**Marital Status****:***  *Married****Languages Known:*** *English, Hindi, Malayalam, Tamil****Driving License:****Valid Indian & Qatar Driving License* | **CURRICULAM VITAE*****ANSAL*** ***ANSAL.366386@2freemail.com******Brief Profile:**** MBA (Master of Business Administration) in Finance& Marketing- Anna University,India
* Business Development Officer, Duct Land Trading & Contracting Co. W.L.L .
* Business Development Officer, Newton Trading & Contracting Co. W.L.L .
* Assistant Customer Service, UAE Exchange.
* Marketing Executive Mixmax Trading LLC.
* Junior Officer ADFC PVT LTD, BangaloreIndia.
* Events Executive ICFAI University, Bangalore India
* Well versed in MS Office(Word, Excel &PowerPoint), Internet Explorer and Outlook Express.

***Work Experience :*****1.Business Development Officer, Duct Land Trading & Contracting Co. W.L.L., Qatar , March 2016-Nov 2016**The company is in the business of selling HVAC duct materials, having pre-insulated duct manufacturing unit also. Role: * Identify potential clients, and the decision makers within the client organization.
* Plan approaches and pitches. Work with team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Work with technical staff and other internal colleagues to meet customer needs.
* Prepare and maintain customer wise reports related to new projects and running projects.
* Co- Ordinate with accounts and engineering team for proper payments.

**2. Business Development Officer, Newton Trading & Contracting Co. W.L.L., Qatar, Nov 2013-Feb 2016 .** The company is in the business of supply of nonstick cookware products and IT Accessories. Role: * Identify potential clients, and the decision makers within the client organization.
* Plan approaches and pitches. Work with team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Receives and inspects all incoming materials and reconciles with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Maintaining all documents in office like inward and outward LPO and Invoices, payment and receipt records, banking records.
* Prepare reports related to purchase, stock, prices, sales, payment received and receivables-paid and payables.

**3. Assistant Customer Service, UAE Exchange, Kuwait, May 2011-Oct 2013**Role:* Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
* Attending customers for making Remittance, currency exchange, demand drafts / telex transfer etc.
* Prepare End of day report & cash reconciliation.

**4.Marketing ExecutiveinMixmax Trading LLC, Kuwait, Aug 2009-April 2011**Role: * Tracking and developing strategies to enhance productivity
* Maintaining and developing relationships with existing customers via meetings, telephone calls and emails

**5. Junior Officer ADFC PVT LTD** ,Bangalore, India, **May 2008 – July 2009:**Role:* Co-ordinate with the sales team as well as the credit department.
* Motivating and lading a team of loan operations executives the team members to achieve pre settled goals.
* Evaluating the monthly performance of the team members and reporting to the manager.

**6. Events Executive ICFAI University** ,Bangalore, India, **Aug 2006 – April 2008:**Role:* The works involves meeting with the HR Heads and explain about the various Executive Programs available for the employees’ development, and conducting events in the corporate.
* Collecting leads and converts them in to enrollments*.*

***Education:***

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| ***Education*** | ***Board/University*** | ***Yearof Passing*** |
| *MBA**Marketing &Finance* | *Anna University, Chennai, India* | *2005* |
| *BA Economics* | *Calicut University, Kozhikode* | *2003* |
| *PDC* | *Calicut university, Kozhikode* | *2000* |
| *SSLC* | *Govt. of Kerala* | *1998* |

***Declaration:*** *I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.****Ansal***  |