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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***](mailto: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:***   |  |  |  | | --- | --- | --- | | ***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*** |