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|  | Personal Information |
|  | Father: IbrahimMother: SajithaGender: MaleMarital Status: SingleCitizenship: IndianReligion: Islam/ Muslim**Driving License: UAE****Visa Status : Visit Visa** |
|  | Education |
|  | Diploma Electrical & Electronics Engineering 2009Sree Rama Govt. Polytechnic Trissur, Kerala, India 2009 |
|  | Languages |
|  | English, Malayalam, Hindi, Tamil |
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 | Nahas.367970@2freemail.com

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| Work Experience |  |
| **Service and Sales Coordinator**JENGAN LLC April 2014 to – January 2017Jengan LLC is united Arab emirates company with proven track records of supplying quality and engineering products. Jengan LLC is extensively engaged in designing, assembling and marketing of high portable engines, pump sets, generators and onto equipment for construction, agriculture/horticulture in UAE. Distributor for Stihl ,Robin & Viking agriculture & Construction equipment’s & Exclusive agent for Biral Pumps And American marsh pumps in UAE.Supporting the field sales and service teams.Coordinate pre-delivery inspection, parts requirements, new model stock order, pre-booking trends, back orders with sales department to ensure the right parts are available and there is no delay or loss of labor hours due to lack of co-ordination.Establish and continuously review with workshop Manager the workshop’s structure, work flows and job responsibilities in the workshop to ensure work is organized and carried out in the most efficient and effective manner.Tracking sales orders to ensure that they are scheduled and sent out on time.Working knowledge of assisting customers in selecting required parts and providing relevant adviceWell versed in pulling purchases from stock and ensuring the right part is being provided to the customerCarrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.Prepare and send invoices to clients and follow-up for payment.Preparing and emailing quotes and follow-up when necessary.Working closely with Accounts, Production, Logistic departments to ensure smooth Deliveries, transactions & finally total customer satisfaction.StorekeeperEMKE GROUP October 2010 – November 2013A Middle East based multinational company having operations span across 18 countries. There are more than 100 stores which includes retail shopping malls, hypermarkets, supermarkets & department stores serving around 250,000 customers a day..Receives and inspects all incoming materialsPrepare GRN and get approval from concerned dept.Update stock status on daily basis.Follow up with supplier for material.Keep records of items shipped, received, or transferred to another location. |  |
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| Skill & Abilities |  |
| Well-honed customer service skillsMulti-tasking ExcellentInterpersonal skills, adaptable and flexible at work.Strong public speaker Careful and active listener Professional and friendlyComputer literate with knowledge in Windows & MS Office.Cash handling  |  |

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