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| |  |  | | --- | --- | |  | NAHAS | |  |  | |  |  | |  |  | |  | |  | Personal Information | |  | Father: Ibrahim  Mother: Sajitha  Gender: Male  Marital Status: Single  Citizenship: Indian  Religion: Islam/ Muslim  **Driving License: UAE**  **Visa Status : Visit Visa** | |  | Education | |  | Diploma  Electrical & Electronics Engineering 2009  Sree Rama Govt. Polytechnic Trissur, Kerala, India  2009 | |  | Languages | |  | English, Malayalam, Hindi, Tamil | |  | |  | |  | | [Nahas.367970@2freemail.com](mailto:Nahas.367970@2freemail.com)   |  |  | | --- | --- | | Work Experience |  | | **Service and Sales Coordinator**  JENGAN LLC April 2014 to – January 2017  Jengan 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 advice  Well versed in pulling purchases from stock and ensuring the right part is being provided to the customer  Carrying 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.  Storekeeper  EMKE GROUP October 2010 – November 2013  A 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 materials  Prepare 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. |  | |  | | Skill & Abilities |  | | Well-honed customer service skills  Multi-tasking Excellent  Interpersonal skills, adaptable and flexible at work.  Strong public speaker  Careful and active listener  Professional and friendly  Computer literate with knowledge in Windows & MS Office.  Cash handling |  | |