COVER LETTER

Praanth 6-Aug-17

E-Mail- praanth.371738@2freemail.com

To

The Manager,

Human Resources Dept.

Dubai, UAE

Respected Sir,

Today I am writing this cover letter to apply for the suitable position in your in your esteemed organization, in which my experience would match with your recruitment criteria. I have 7 years' experience in General Administration, Sales /Estimation / Purchase/ Dispatch operations and holding a valid UAE Driving License.

However, I know the importance of working in a renowned organization and I would like to be the one you select to fill this post at your company. Finally, I am available at anytime in order to discuss further your job requirements and my qualifications. In this connection, please find attached my resume for your perusal. Here below is also my email, contact address and number in case you are interested in my profile.

 Thank you for your precious time and consideration and looking forward to hearing from you.

Prasanth

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| **Profile- Summary** |

Sound Supply Chain Solutions / Order Processing / Estimation / Sales / Purchase Operations professional deliver solid results through strategic procurement, Demand Planning, Strategic Sourcing which includes expertise Vendor Management, Tendering, Negotiation and Product sourcing.

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| **Academic Background** |

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| **Highest Academic Education** |
| **Level** | : | **Master’s in Business Administration (E.M.B.A.) ( Pursuing )** |
| **Field of Study** | : | Supply Chain & Materials Management / Export – Import Operations |
| **Major** | : | **Supply Chain Management**  |
| **Name of Institution** | : | IIBM – Institute for Business & Management Studies –Mumbai- IndiaStatus : Pursing – Expecting to be completed by 2018 |

**Technical Qualification: (1)**

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| **Level** | : | **Diploma in Technical Examinations** |
| **Field of Study** | : |  Automotive Engineering,  |
| **Major** | : |  Engineering Analysis, Vehicle Dynamics |
| **Name of Institution** | : | Board of Technical Exam – Kerala, India.Status: Completed |

**Administration Qualification: (2)**

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| **Level** | : | **Certified Office Administrator** |
| **Field of Study** | : | Business Management, Tele-Communications, Planning |
| **Major** | : | Records Management, Controlling office services, Office Administrations |
| **Name of Institution** | : | All India Saksharatrha Technical Association (AICSM), India |

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| **Work Experience** |

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| **Company Name**  | **:** | **NAFFCO Middle East – Dubai, UAE** |
| **Duration** | **:** | **Aug 2014 – Till Date** |

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| **1.** | **Position** | **:** | **Regional Operations & Estimations In Charge.**  |

* Providing meaningful periodic forecasts for all product lines operated in different middle-east market and consolidates distributor channel sales to ensure plans are turned into attainable numbers.
* Attending & Bidding Multi Phase projects & Tenders
* Responsible to manage purchased material requirements and take appropriate action to ensure material availability when needed.
* Produce a monthly suite of reports that includes A) In Market Vs ex-Factory historical sales performance and trends B) Full Year Sales estimates with comparisons against latest financial forecasts.
* Liaise with the Indirect Markets supply team in Middle East offices to understand the latest status of all planned shipments, identifying and highlighting any areas of risk.
* Lead the commercial negotiations with key suppliers, seeking lowest possible total costs, maximum service, adherence to internal requirement specifications and 100% supplier performance according to contracts.
* Support logistics department by way of managing all import, export and local deliveries. Based on customer regions, routes and rates determine shipping method.
* Build strong relations with vendors and sub-contractors by undergoing joint planning regarding stock levels, peaks and troughs throughout the year, Lead Times, Financial concerns and quality issues.
* Tracking order management process that includes lead category sourcing, specification and spend mapping, External market and supplier analysis and category transactional purchasing process.
* Participates in sales exhibitions, trade fairs and actively participated in promotional forums that boost company’s sales forecast numbers and effective customer building relationship programs.

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| **Company Name**  | **:** | **NAFFCO Middle East – Dubai, UAE** |
| **Duration** | **:** | **Oct-2009 to Aug-2014** |

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| **2.** | **Position** | **:** | **Sales Coordinator - Domestic Sales**  |

* Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation
* To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email, preparing brochures as required
* To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities
* Prepares and then follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.
* Liaise between other departments and the client to provide the service most suitable to the client’s needs, cost and time restraints.
* Making follow-up calls to confirm sakes orders or delivery dates
* Develop and maintain positive working relationships with others, and support team to reach common goals.
* Responsible to attend periodic sales meetings and circulate minutes of the meetings and regular follow up's.
* Perform all duties as deemed necessary for the success of the department.
* Sales and Operation Planning to follow up with customers to ensure timely delivery of goods and customer satisfaction.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.

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| **Company Name**  | **:** | **Maruti TCS India (P) Ltd – Haryana, Kerala India** |
| **Duration** | **:** | **August’2007 to July’2009** |

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| **3.** | **Position** | **:** | **Service coordinator / PDI Inspection** |

* Ascertain automotive problems and service queries received from customers and maintain quality log reports.
* Assist in the execution, pursuit, assessment and review of future opportunities for project work and consultancy service deliverables.
* Provide key reports and update to vehicle design leads as per client’s specifications.
* Verifying warranties and Customer Service contracts coverage by examining records and papers.
* Demonstrating external customers about warranty clauses and exclusions.
* Develops estimates by costing of materials, Supplies and Labor and calculate upfront payments and assists delivery team.
* Preparing job orders and work schedules and that supports service division.
* Preparing commercial invoices as per customer proforma orders and makes sure revenue recognition completed.
* Keeping track of all un-billed service warranties work done and follow-up with customers for upcoming billings estimates.
* Ensuring the pre-delivery inspection of the entire fleet of vehicles before leave the premises to customer take over.
* Handle all warranty claims processing records and recommend claimable details to line manager to take decisions appropriately.
* Organize collections and arranging of damaged parts of the vehicles during warranty period by way of effective labor force deployment.
* Keep regular updates about customer inquiries relate to job orders of servicing vehicles.
* Assigning the job order and task details to service unit and follow-up the logging details.
* Periodically review customer feedbacks and consolidate the outcomes to customer service unit to action open items to make sure effective customer service provided during service operations

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| **Projects Handled** |
| * Satah Al Razboot, SARB- Field Development Project- Package 4 – Abu Dhabi Supply of Personal Protection Equipment. Yr-2016
* Al Zour Refinery project- ZOR- Kuwait National Petroleum Company - FLOR DAEWOO E & C

 Personal protection Equipment. Yr-2017* City Government of A.A fire & Emergency prevention & Rescue Agency.

Addis Ababa- Ethiopia.Supply of Personal Protection Equipments. Yr-2016* OJ-116 – Enhancement Project @ Tanker Berth 4- Jafza – DP World – Offset Construction Yr-2015
* Supply of Personal Protection Equipments for Ministry of Interior - Iraq- Ster / UK Worldwide group Project –Yr-2014 - 2015
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| **Training & Other Certification** |
| * Fire Fighting Safety Equipment Training – NAFFCO Training Academy, Dubai, UAE.
* Various Seminars conducted by “NFPA – National Fire Protections Association”
* Oracle ERP implementation – Project on site Certification.
* Various Communication skills & Other Business Etiquettes Work-shops.
* Leadership covering various modules.
* Time Management Seminars.
* Importance of Customer Care & Services..
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| **Technical & Soft Skill Set** |

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| * Good working knowledge in MS- Office and especially MS – Excel & MS Word
* Excellent process analysis & documentation skill.
* Sound Experience in process automation & Ability to effectively multi-task in a high-activity, high-performance atmosphere.
* A strong team player; self motivated with good attitude.
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| **Personal Particulars / Other Details** |

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| **Date of Birth** | : | 24th – April- 1988 |  |  |  |
| **Nationality** | : | Indian | **Visa Status** | : | Transferable  |
| **Driving License** | : | Holding Valid UAE issued license | **Notice Period** | : | Four Weeks. |
| **Marital Status** | : | Single | **Gender** | : | Male |