**DOLTON**

**OBJECTIVES**

To secure a promising position in the corporate world where i can enhance my knowledge and use my talents to my maximum extent and therefore contribute towards the excellence of the company.

**PROFESSIONAL EXPERIENCE**

1. **Sales Coordinator, Radio Holland Middle East LLC, October 2015- November 2017 Key Responsibilities:**
* Maintained close ties with 100+ customers, processed and followed order placements as well as carried out general administration duties.
* Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
* Respond to complaints from customers and give after-sales support when requested.
* Maintaining records of our clients and the services done in order to help them in a pro-active manner.
* Providing Competitive Quotations to customers with the Real Time market conditions in mind and gaining the orders and was an Integral part of making Lead Generation Program a success in my Company
* Monitor the team’s progress, identify shortcomings and propose improvements
* Proactively Calling customers and getting orders when market conditions were unstable.
* Managed and handled Outstanding Payment of customers effectively.
* Assisting the Accounts Team for timely Invoicing.
1. **Service Engineer, Radio Holland Middle East LLC, August 2014-September 2015 Key Responsibilities:**
* Installation, commissioning & repair of Inmarsat terminals such as SAT-C, SSAS.
* Installation, commissioning of Navigation Systems such as GPS receivers, Radars, Electronics Chart display, Automated Identification System (AIS) and Gyro Compass.
* Handling of Projects (installation, connecting and commissioning)
* Programming of Analog and Digital Radios mainly Motorola and Entel in workshops and on Vessels.
* Conducting Site Surveys for providing better and effective communications on Ships and Industrial sites.
* Installation of Base radios and repeaters in Hotels.
* Providing Remote Support to Clients on Technical issues.

**3. Elevator Engineer , ICARE Elevators Private Limited , June 2013 – May 2014**

**Key Responsibilities:**

* Maintenance and troubleshooting of Relay control, Microprocessor control, VVVF Drive controller.
* Handled troubleshooting and all elevator problems and conduct preventive maintenance and supervised electrical and mechanical work for the elevators.
* Receive materials at site and arranged material inspection by consultant and made survey of elevator shaft to find the shaft clearance.
* Making changes in mechanical drawings based on condition and tolerance of elevator shaft and visited sites regularly during installations and communicated with the client for site progress and co-ordinations.
* Inspect wiring connections, control panel hookups, door installation, alignment and clearance of car hoist way.

**EDUCATIONAL QUALIFICATION**

2013 - **Bachelor of Electronics and Communication Engineering**, ST Joseph EngineeringCollege, Mangalore securing **61.1%** from Vishweshariah Technological University, Belgaum.

2009 - Passed **Higher Secondary** from ST Aloysius P.U College, Mangalore securing **75%.**

2007 - Passed **Higher Primary** from Milagres English medium School, Mangalore securing 82%.

**EXTRA-CURRICULAR ACTIVITIES :**

* Won in various Inter college competition (technical and non-technical events)
* Won various awards in Football tournaments under high school, primary and college level.
* Also became the first batch of St. Joseph engineering college history to win Independence cup Football tournament.

**COMPUTER/SOFTWARE PROFICIENCY:**

* Operating Systems: MS-DOS, Windows XP, Windows Vista, Windows 7
* Software: MS Word, MS Power point, MS Excel , CAED, Outlook, IScala, Axapta, Primavera

**COURSES AND TRAINING**

* Successfully Completed DCS, PLC, SCADA (Automation) training at **YOKOGAWA Electric Corp.**

**India LTD.**

* Underwent Sales training from **Kenneth and Smith**, Netherlands.

**PERSONAL PROFILE**

|  |  |
| --- | --- |
| Name | : Dolton  |
| Date of birth | : | 16th march 1991 |
| Sex | : |  | Male |
| Nationality | : |  | Indian |
| Email Id | : |  | Dolton.378696@2freemail.com  |
|  |  |  |
| Driver’s License : Dated 18-10-2015 |
| Contact No | : C/o 0501685421 |  |

**LANGUAGE PROFICIENCY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ENGLISH** | **KANNADA** | **HINDI** | **TULU** | **KONKANI** |  |  |
|  |  |  |  |  |  |  |

**DECLARATION**

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Yours Sincerely

**DOLTON**