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* **Job Objective:**
  + To secure a challenging position with an organization that offers the opportunity to utilize my skills and experience gained.
* **Brief Overview:**
  + Over 10+ Years of Experience in Marketing & Sales, focusing on Business development, Customer Relationship, Management and Administration.
  + **Successfully Completed the Logistics & Supply Chain Management Course** Approved by Ministry of Education, UAE
  + Coordinate procurement, imports and exports.
  + Responsible for all sales activates in assigned accounts or regions.
* **Academic Qualification:**
  + **Master of Business Administration (MBA - Marketing)** from Department Of Business Administration - Mangalore University, India - July 2002.
  + **Bachelor of Commerce (B-Com)** – Mangalore University – April 2000
  + **Computer proficiency:**
    - * Operating System : Windows XP/Vista/7/8
      * Package : MS-Office 2010/11/12
* **Professional Qualification:**
  + **Logistics & Supply Chain Management Course** from Zabeel International Institute of management & technology, Dubai – UAE.

* **Professional Experience:**
  + ***Organization:* Confidential.**
  + ***Tenure :*** February 2011 to September 2013.
  + ***Designation:*** [**Marketing Manager.**](http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions/marketing-coordinator-job-description-sample.aspx)

**Responsibilities:**

* Meeting prospective clients and briefing about company services.
* Preparing quotations as per client’s requirements.
* Preparing quotation for biding projects.
* Online vendor registration with prospective clients.
* Prepares marketing reports by collecting, analyzing, and summarizing sales data.
* Assist the operation manager with special projects and in the daily operations.
* Sales database, Managing & Coordinating the Materials based on the project requirement.
  + ***Organization:* Haji Commercial Company (LLC) Abu Dhabi.**
  + ***Tenure :*** December 2009 to January 2011
  + ***Designation:* Sales Executive.**

**Responsibilities:**

* Identifying the various market segments.
* Identifying the customer list and get the contact person.
* Sending introduction letters to the prospective clients.
* Getting enquiries from customers.
* Discuss and understand the customer needs.
* Preparing quotations with necessosary details (Stock availability, Payment terms, Price validity and Delivery )
* Quotation follow ups.
* Processing Local Purchase Orders.
* Inspection of materials before dispatch, delivering the materials.
* Payment follow-ups and collecting cheques.
* Reporting Day-to-Day affairs to the Sales Manager**.**
  + ***Organization:* Toledo Trading L.L.C. Dubai**
  + ***Tenure :*** October 2007 to November 2009
  + ***Designation:* Sales Executive.**

**Responsibilities:**

* Present and market company products to current and potential clients.
* Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
* Follow up on new leads and referrals resulting from field activity.
* Prepare submittals, proposals and sales contracts.
* Establish and maintain current clients and potential client relationships.
* Identify and resolve client concerns/complaints.
* Prepare status reports including activity, follow-up and closings.
* Coordinating company staff to accomplish the work required to close sales.
* Participating in marketing events such as trade shows, seminars etc.
* Follow up for collection of payments.
  + ***Organization:* Masterheat Industrial Company L.L.C., Sharjah.**
  + ***Tenure :*** November 2005 to April 2007
  + ***Designation:* Sales & Marketing Executive.**

***Responsibilities:***

* Seeking new market opportunities and identifying potential customer.
* Market research & Documenting market problems.
* Sourcing trade products and contacting potential suppliers globally.
* Procurement of consumables spares etc at competitive rates without compromising the quality.
* Preparing and Documenting enquiry, quotation & local purchase order (LPO)
* Creating and maintaining market sales and our target sales as well.
* Supporting trade shows & other company sponsored events.
* Assists in the daily operations of the marketing department by providing administrative support to the Marketing Officer.
* Monitoring sales activities
  + ***Organization:* M/s Apex Laboratories Limited, Chennai, India**
  + ***Tenure:*** August 2003 to September 2005
  + ***Designation:* Professional Service Representative**

***Responsibilities:***

* Map out potential customer & competitor.
* Contact and conduct follow-up on sales prospects.
* Issuing the order and supplying products to the market.
* Maintaining the market sale and achieving our target sale.
* Preparation, presentation and documentation of sales report.

* **Project Undertaken:**
* A Customer satisfaction survey conducted for M/S Harsha Electronics Pvt Ltd.,Mangalore, India.
* A customer satisfaction survey conducted for M/S Deepa Enterprises, Udupi, India.
* A Packaging pattern survey conducted for Esteem Packaging System Pvt. Ltd., Bangalore, India.
* **Personal Data:**
* Civil Status : Unmarried.
* Date of Birth : 10th April 1980.
* Nationality : Indian
* Language known : English, Hindi, Kannada.
* UAE Driving License:
* **Declaration:**
* I hereby declare that the particulars given above are true to the best of my knowledge and belief.