## 01Bilva

**Email:** [**bilva.380132@2freemail.com**](mailto:bilva.380132@2freemail.com)

**Career Objective:**

Having 3 years and 6 months of experience in project management, procurement, sales and marketing. I am looking to work in a growth oriented company that will utilize my skills and experience and provide challenging opportunities.

**Work Experience:**

**DUNIA FINANCE L.L.C, Dubai.** Nov’17 till date

* Working as a **Relationship officer** (Sales and Marketing **Team Leader**).
  + Leading a team and report to manager on daily basis of daily sales (team performance as well as mine), monitoring them and verifying the documents from team members before handing to manager.
  + Training new joiners on filed.

**STUDY ANALYTICS, Bangalore, India.** June’16-Nov’16

* Worked as an **Intern**.
  + Simulate flight data by using SAS tool.

**CSIR-NAL (Central government of India**, Aerospace industry**)** May’14-May’16

* Worked as a **Project** **Engineer.**
  + Manage complete Procurement function from quotation to ordering, negotiating, receiving, of materials needed in laboratory with respect to project budget.
  + Monitor & control Purchase order releases to suppliers.
  + Select of suitable vendors for the best interest of the company, cost effective policies to sources best products at the lowest price available.
  + Keep track of stock levels and their quality.
  + Develop a GUI for flight tests.
  + Manage team/trainees for developing GUI by adding more features for further simulations.
  + Training students for their respective final year project works.

**TEKQ TECHNOLOGIES, Hyderabad, India.** Nov’13-April’14

* Worked as an **Intern** on M.S.Excel.

**Skills:**

* Having good knowledge on MS-Office (Word, Excel and PowerPoint) and SAS.
* Good negotiation, presentation and communication skills.
* Good at maintaining positive relationship with customers/vendors.
* Good time management and ability to prioritize with good decision making.

**Achievements:**

* Within short time reached team leader position in Dunia Finance and leading an 8 member team of sales and marketing relationship officers effectively.
* Achieved 94% in SAS global certified examination (Certified in SAS Analytics).
* Developed a GUI for flight tests on my own and lead a team of trainees successfully for further simulations by adding more features to GUI.
* Successfully dealt in ordering cost effective products required in laboratory within the allotted budget.

**Educational Qualification:**

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| **Qualification** | **School/ College** | **Year of Passing** | **Percentage** |
| B.Tech (ECE) | S V College of Engineering, Tirupathi. | 2009-2013 | 64% |
| Intermediate | Sri Chaitanya Academy Junior College. | 2007-2009 | 92.5% |
| S.S.C | Sri Vidyaranya E.M High School. | 2006-2007 | 88% |

**Personal Details:**

Date of birth : 13/08/1991

Languages : English, Hindi, Telugu and Kannada.

Visa status : Employment Visa CSC Logo New