

Anzar Karukayil



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(Whatsapp)

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COMPETENCIES:

- Well-organized and able to handle tasks simultaneously.
- Work effectively in a team or independent environment with high sense of urgency.
- Constantly updating knowledge and skills through intense self-study and research.
- Flexible, assertive, innovative, self-motivated, pro-active and dedicated.
- Has high regards for quality assurance of work.
- Dealing with customer enquiries face to face, over the phone or via email
- Initiate and close deals.
- Reconciliation of Accounts Payable
- Hard working & result oriented
- Team builder / player.
- Excellent customer service skills.

Computer Skills:

- MS Office (Word, Excel & Power Point), DTP, Basics of AutoCAD, internet and Email applications, Photoshop, Corel Draw, PageMaker, visual Enterprises, Tally and Dolphin Xp, Peachtree Basic.

Career Objective

To become established in a stable progressive company offering career growth through dedication, determination and proven performance.

Qualifications

- PC skills and experienced with Basic Microsoft Office Applications including Word, Excel.
- Reading and writing skills necessary for clerical and office functions.
- Strong leader and team player with the demonstrated ability to work in a cross functional global environment.
- Strong interpersonal, oral, and written communication skills.
- With driving license (**Holder of UAE Professional Driving License**)

Work Experience

SALES EXECUTIVE & PUBLIC RELATION OFFICER

AL ANAQH BUILDING MAINTENANCE AND CLEANING SERVICES FZ-AJMAN, UAE

(March 2020 to Till Date)

- Maintaining good relationship with clients and follow up with them for collection and other related matter.
- Oversee the activities and performance of the sales team.
- Co-ordinate and monitor online sales activity
- Assist with the development of sales presentations and proposals.
- Responsibilities and Accountabilities (principal duties, continuing responsibilities and accountability).
- Generate timely sales report.
- Negotiated price and terms with suppliers.
- Develop promotional ideas and material.

OUTDOOR CUSTOMER SERVICE EXECUTIVE

SHIFT CAR RENTAL, AWROSTAMANI GROUP OF COMPANY- DUBAI, UAE

(September 2017 to March 2018)

- Maintained high level of customer satisfaction, primarily by monitoring team's compliance with performance standards departmental controls and workflow prioritization.
- Handling of upscale marketing.
- Nurture relationships with clients and other professionals.
- Responsible for resolving all problems while ensuring the delivery of excellent customer service through fast and accurate order processing.
- Develop pricing schedules and rates

SALES EXECUTIVE & PUBLIC RELATION OFFICER (PRO)

AL NAHDA OFFICE MATERIAL TRADING, AJMAN, UAE

(March 2016 –August 2017)

- Co-ordinate sales action plans for individual sales people
- Control expenses and monitor budgets
- Monitor the achievement of sales objectives by the sales team
- Provide feedback, support and coaching to the sales team
- Plan and direct sales team training
- Delegate responsibility for customer accounts to sales personnel
- Ensure sales team have the necessary resources to perform properly
- Arrange Visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Schedule staff's visa, medical, coordinating with their internal and external departments.
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on visa/labor/passport related matters.

PERSONAL PROFILE:

Date of Birth : May 01.1981
Gender : Male
Nationality : Indian
Marital Status : Married
Visa status : Employment Visa

PASSPORT DETAILS:

Passport No : J 2943944
Place of Issue : Dubai, UAE
Date of Issue : 27.09.2020
Date of Expiry : 26.09.2030

LANGUAGES KNOWN:

English
Malayalam
Hindi
Arabic
Tamil

EDUCATIONAL BACKGROUND

- BA Economics, Jamia Peer Mohammed University, Hyderabad, India
- Diploma in Computer Application (DCA), Govt. of Kerala
- Pre Degree, Mahatma Gandhi University, Kerala, India.
- Secondary School Leaving Certificate, Kerala, India

Declaration

I do hereby declare that the information furnished above is true and correct to the best of my knowledge.

Anzar Karukayil

PROCUREMENT OFFICER/SALES EXECUTIVE

(May 2014 - March 2017) &

OFFICE ADMINISTRATOR (December 2007 - October 2013) AL NAJAH SAFETY & SECURITY SYSTEMS, SHARJAH, UAE

- In charge of Fire & Safety Department. Co-ordinate with respective Govt. offices to ensure the safety of the goods and people of the company.
- Performing internal controls and testing advising clients helping them improve internal controls.
- Handling salaries of staff and bank account.
- Analyzing reports and giving suggestions to the line manager directly.
- Maintaining general ledger and preparing annual statements.
- Handling all internal & external correspondence for G.M Office.
- Maintained records of purchase and sales.
- Issue purchase orders for procurement.
- Coordinate with suppliers to ensure that goods are delivered on-time.
- Record purchase details as per the information given by the respective branches.
- Research new materials for design and cost saving.
- Preparing high quality tender documentation.
- Keeping all supplier programs current and accurate.
- Preparing & processing requisitions, purchases orders & invoices for purchases and forwarded to related person.
- Co-ordinate the logistic activities and ensure a safe and timely arrival of goods at the branches.
- Follow up of export goods from the market, assuring on time clearing all documents.
- Receivable reconciliation, suppliers reconciliation with the general books on monthly and quarterly basis
- To maintain the database for recruitment purpose.
- Responsible for maintaining the personal information file for all employees.
- Handling Bank Accounts.
- To maintain the database for recruitment purpose.
- Responsible for maintaining the personal information file for all employees.

SALES EXECUTIVE

AL BASHA KITCHEN EQUIPMENTS LLC, SHARJAH, UAE

(April 2005 – up to August 2007)

- Handling Showroom in charge.
- Maintaining relationship with existing customers through regular visits.
- Designing and conducting pre-sales presentations to prospective clients.
- Ability to present, discuss and propose at a senior level.
- Dealing with customer enquiries face to face, over the phone or via email.
- Developing & maintaining successful business relationships with all prospects.
- Preparing quotations, invoices, delivery notes and sales reports etc.
- Data entries update the all records sales, purchase orders, invoices and delivery notes keeping all files on project wise.
- Record all returned goods details in the system as per the GRV.
- Co-ordinate with delivery staff for timely and accurate delivery.