



SANEER PUTHUKKUDI

Mobile: +91 9447 274870

Email: sani_puthukkudi@yahoo.com

WORK EXPERIENCE



***Sales Support - Remotely
Sawt Beirut International
Lebanon
Duration- 2021 -2022***

- Participate the initial meeting with CEO and Technical consultant to make have feasibility and to understand the scope and existing infrastructure details.
- Assisting the technical consultant to draft the RFI/RFP.
- Part of the technical team and providing all the support to make a budgetary financial proposal to give to the stake holders/Board Members to understand the CAPEX.
- Communicate with the invited bidders to submit their proposal on time and keep the track for their technical query/clarification.
- Preparing the harmonized financial comparison as per the instruction.

***TM 81
Doha – Qatar***

***Project Lead
Duration- 2020-2021***

- Project lead for Qatar Media City project which is going to be the media hub for 2022 FIFA world cup.

- Communicating the day-to-day activity with UK based project consultant.
- Keep the track on project document.



***Project Coordinator
Metafora Production
Istanbul-Turkey
Duration- 2018 -2019***

- Determining work flow and steps.
- Creating detailed ongoing project summary and communicating clear information about projects to other departments and the global team in different time zones.
- Updating work trackers to ensure projects are being assigned to users in a timely fashion and to denote accurate status of projects.
- Involve in daily communication and follow-up to ensure each project flows smoothly within the time line, receives adequate checks, and is completely ready for delivery on time.
- Provide support to users regarding projects that are work in progress during the shift.
- Sending availability requests to users as needed.
- Remains flexible and proactively helps as needed in an area of need
- Implements good, open mind, tireless commitment to team



***Project Lead
Technical Office -Ministry of information
Kuwait
Duration: 2016 – 2017***

- Assisting the head of Technical office on his daily activities.

- Follow-up with projects department.
- Prepare the project progress report.
- Financial bid comparison preparation.
- Preparation of consultant daily activity report.



***Sales Support
Deluxe Middle East FZ-LLC
Dubai, UAE
Period: 2012 – 2016***

- Assisting Technical VP for preparing offers as per tender specs.
- Contacting the suppliers to get the quote as per tender specs.
- Quote comparison and making to working copy.
- Logistic co-ordination.
- Preparing PO/DO/Invoice to suppliers and co-ordination until its reach on site.
- Monitoring the enquiry from clients.



***Sales Support
Salam Media Cast
Dubai, UAE
Period: 2007 – 2012***

- Communicating with all broadcasting / IT based worldwide suppliers for quotations.
- Helping in preparation of Commercial & Technical Bids/Tenders.
- Compiling the documents in the presentation folder as per the tender specification.
- Preparing the quotes for box sales.

- Monitor the incoming enquires of quotations for Broadcasting and Communications equipment.
- Preparing mails to clients requesting for the quotation.
- Assist the Office Manager on his day to day activities such as hotel booking, Marine Insurance, Air Ticket booking ,Courier Booking, Shipment Clearance etc..
- Co-ordinate with the Office Manager for the delivery of equipments to the clients.
- Help / Co-ordinate other department work (Accounts, Technical)
- Preparing LPO, DO, Invoices etc.,
- Managing the various project documents.
- Filing the documents as per the filing system.
- Setting up an efficient and easy filing system.
- Filing soft copy in folder system (Subject wise & Project wise)
- Receiving and distributing incoming documents.
- Archiving of documents.
- Preparing quotations as per the client requirements.



***Purchasing Assistant
Ansar Mall
Sharjah – UAE
Period: 2003 – 2007***

- Assist the Purchase Manager on his day-to-day activities.
- Provide direct assistance to the Purchase Manager for formulating and implementing the cost and retail updates.
- Data entry which includes Local Purchase Orders, Purchase Return, Sales Invoice, Sales Return, Quotation, Goods Received Note, Goods Transfer, Credit Note etc....
- Solely authorized personnel in changing, replacing and creating new sub-product line effecting the entire data base system including the cash register output
- Generate monthly reports for cost analysis and profit margin purpose

- Keep in touch with the power customers directly
- Participating yearly inventory stock tacking and making the stock adjustments
- Make sure that the item is arranged in the selling area properly
- Co-ordination of seasonal and festival promotions
- Resolving customer complaints
- Make sure that warehouse having enough stock to fulfill the daily requirements
- Making analysis report of the sales and stock and comparing the same to order
- Having very good contacts with suppliers and have the ability to solve the problems
- Monitor the purchases with in the limit of purchasing budget
- Check the dead stock report of the suppliers.

SKILLS & ACHIEVEMENTS

- Selected as a best employ of the month in July 2004 & January 2005
- Conversation & negotiation skills
- Good relationship with the suppliers and the clients

QUALIFICATION SUMMARY:

- Experience in Sales and Marketing
- Experience in Media Consultancy
- Knowledge in Document Procedure
- Worked in Office Administration
- Knowledge in Internet and Microsoft Office application

EDUCATION:

- S.S.L.C
- P.D.C - Commerce and Business Studies
- I.T.I - Electrician

WORK EXPERIENCE SUMMARY

- Project Coordinator/Sales Support
- Purchase Assistant / Sales Supervisor
- Data Entry Operator/Office Administration

ATTENDED TRADE SHOW'S

- CABSAT – DUBAI
- NAB – LAS VEGAS
- GITEX – DUBAI
- GISEC - DUBAI

LANGUAGES KNOWN

- English, Hindi, Malayalam

COMPUTER SKILLS

- Windows
- MS Office Applications
- Diploma in computer hardware

PERSONAL DETAILS

Age	:	39
Date of Birth	:	02 nd of November 1981
Civil Status	:	Married
Sex	:	Male
Nationality	:	Indian
Passport Number	:	Z2085971

DRIVING LICENSE

Holding a valid UAE driving license

REFERENCE:

Available upon request.