

Asok kumar . M.S
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I am writing to express my interest in joining your esteemed organization. I have been serving in Marketing, sales coordinator, project supervisor, operation manager roles for the past 18 years, with continued success in meeting business & production goals. I am confident that I can make a valuable contribution to your organization's future projects and initiatives.

The enclosed resume elaborates on the details of my skills and experiences for your kind considerations.

I would appreciate the chance to meet with you to discuss how I could be a vital part of your operations. You may reach me at the above mentioned details.

Thank you for your consideration, looking forward to hear from you soon

Yours Sincerely

Asok kumar M.S

Curriculum Vitae

ASOK KUMAR. M.S

Dubai

United Arab Emirates

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E-mail: asokmsk1@gmail.com



Career Objective

- Seeking for a responsible and challenging opportunity that would utilize and enhance my skills, where I can actively devote my abilities through dedicated hard work & the resources of the company to achieve combined growth.

Summary of Work Experience

- More than a decade experience in Sales and Marketing, Project coordinator Management/Cost Estimation for projects, Operation Manager.

Experience

➤ **Present Employee**

Working as an Operation Manager, in ZILLION EQUIP.SPARE PARTS TRADING LLC is an Authorized Service Center for Dewalt, Stanley and Black & Decker (From 07/07/2019 onwards) Duties such as visit contracting companies, coordinate and supervise with Sales Executives to attend meeting for developing sales, and coordinate office administration.

Working as an Operation Manager, in DIGITEX PRINT SOLUTIONS, AJMAN (From 2017 Feb to 2018 December) Its functions like Printing of all gift items, Sublimation printing, Screen printing etc. Duties such as coordinate the sales, production and administration.

Working as Manager, (Estimating the projects and supervising the works such as Electrical, Plumbing, Aluminium fabrication and interior decorations etc) in AL OSTOURA BUILD. MAINTENANCE, AJMAN (From 2011 July to 2016)

- **Marketing Executive, Prident A/C Systems Ind. LLC , Sharjah**(From Dec 2008 to 2010 June)

Marketing Air condition Insulation products(Aspen Brand), focusing MEP contractors and Consultants.

- **Marketing Executive , Abulhoul Printing Press, Dubai,**
Marketing value added services, providing offset printing technologies in the areas Continuous Stationery, Flyers, Brochures, Folders, and Magazines to various clients all over UAE.
- **Estimator-cum-production coordinator at Umm-al-Quwain computer forms. UAE (from March 2003 to October 2005)**
- Umm Al Quwain Computer Forms and Printing Press is one of the leading press in UAE specialized in Computer Stationery as well as Offset Printing Jobs.
 - Production coordination & Supervising of Pre-press and Production Assistance
 - Estimation of Offset Printing/Computer Stationery, Preparing Quotations and Tenders
 - Customer/Client Relations
- **Kerala State Audio-Visual and Reprographic Centre, Govt. of Kerala, India. Designer/Production co-coordinator (from November 1995 to February 2004)**
 - Kerala State Audio Visual and Reprographic Centre is a Kerala government undertaking functioning as Printing-cum-Production Centre for all government units
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Job Responsibilities

- Production Co-coordinator inter department for all job assigned
- Designing of Multicolor jobs
- Departmental Instructor for all new recruits and for training on all new technologies
- **Warrior Herbal Products. Trichur, Kerala Marketing Executive (from December 1993 to October 1995)**
 - Warrior Herbal Products is a pharmaceutical company manufacturing and marketing of Ayurvedic Herbal Products.

Educational Qualification

- Bachelor of Commerce (B.Com completed) University of Kerala
- Data Preparation and Computer Software, (Ministry of Labour, Government of India)
- Computer knowledge in Adobe Photoshop, Adobe Illustrator, QuarkXpress, Adobe PageMaker, Adobe Premiere, In design CorelDraw, MS Office, Internet, Editing software's such as Avid, Adobe Premiere etc.

PERSONAL DETAILS

Name	:	Asok kumar. M.S
Date of Birth	:	23-03-1967
Nationality	:	Indian
Sex	:	Male
Languages known	:	English, Malayalam, Tamil, Hindi
License	:	Valid UAE Driving License
Passport number	:	K 8319942
Visa Status	:	visit

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge & belief.

Asok kumar. M.S