

CURRICULUM VITAE

SAJEEVAN K.G. NAIR

KARUMATHIL HOUSE,
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KERALA STATE, INDIA.
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OBJECTIVE:

To be part of a prestigious organization, where my contribution of skills and knowledge as an individual and as a team member leads to the achievement of overall organization goals.

WORKING EXPERIENCE IN INDIA – TOTAL 16 YEARS 9 MONTHS

- 1) Worked with **JAIN EXPORTS PVT LTD, MUMBAI (INDIA)**, a 100% Export Oriented Unit certified company, for the period from April 1994 to July 2003. The core competency of the firm is to export Rice, Wheat, Soybean Extraction, Sugar and Garments etc., to the Middle East, South Asia, and North America etc.

Department : Export/Import
Position : Secretary

- 2) Worked with **BRD CARWORLD LTD, CHAVAKKAD**, Authorized Dealer for **MARUTI SUZUKI Cars**, for the period from February 2011 to July 2016.

Department : Sales & Marketing
Position : Sr. Sales Officer

- 3) Worked as a Branch Manager at **Johns Bi-wheelers (JOHNS HONDA), Vadakkekad** Authorized Dealership of Honda Motorcycle for the period from December 2019 to March 2020.

- 4) Worked as a Branch Manager at **Uno Mobikes, Engadiyur Authorised Dealership of Yamaha Motorcycle** for the period from February 2021 to November 2021.

WORKING EXPERIENCE IN ABROAD – TOTAL 7 YEARS 5 MONTHS

Worked with **CAMTECH MANUFACTURING LLC** an API and ISO 9001:2000 Certified Company located in Jebel Ali Free Zone, Dubai, for the period from October 2003 to July 2009. The core competency of the firm is to manufacture cast steel valves for the Oil & Gas / Petrochemical and Marine Industries.

Position : Sales Assistant
Department : Sales & Marketing

Responsibilities:

- ❖ Receiving enquiries & circulating to respective departments for their inputs.
- ❖ Preparing internal sales documents.
- ❖ Preparing quotations. (Handling all type of Ball Valve, Gate Valves, Check Valves & Globe Valves)
- ❖ Updating & maintaining all sales related databases.
- ❖ Preparing job order after receiving the purchase order from the client and circulating to respective departments' i.e., Production, Purchasing, Stores, and Finance etc.
- ❖ Preparing commercial invoice.

Worked with **KALHOUR TRADING COMPANY LLC.**, Deira, Dubai, U.A.E for the period from October 2009 to April 2010. The core competency of the firm is supplying oilfield items like Valves, Flanges, Fittings & Pipes etc., to various Oil & Gas / Petrochemical & Marine Industries.

Position : Sales Assistant
Department : Sales & Marketing.

Responsibilities:

- ❖ Receiving Enquiries, Preparing Quotations (Handling Valves, Flanges, Fittings & Pipes etc.), Preparing Job Order after receiving the purchase order from the client and forwarded to the warehouse for shipment.
- ❖ Correspondence with Buyers & Suppliers.

Worked with **CAMTECH MANUFACTURING FZCO** an API and ISO 9001:2000 Certified Company located in Jebel Ali Free Zone, Dubai, for the period from December 2016 to January 2018. The core competency of the firm is to manufacture cast steel valves for the Oil & Gas / Petrochemical and Marine Industries.

Position : Sales Assistant
Department : Sales & Marketing

Responsibilities:

- ❖ Receiving enquiries & circulating to respective departments for their inputs.
- ❖ Preparing internal sales documents.
- ❖ Preparing quotations. (Handling all type of Ball Valve, Gate Valves, Check Valves & Globe Valves)
- ❖ Updating & maintaining all sales related databases.
- ❖ Preparing job order after receiving the purchase order from the client and circulating to respective departments' i.e., Production, Purchasing, Stores, and Finance etc.
- ❖ Preparing commercial invoice.

EDUCATIONAL QUALIFICATION

- ❖ *Bachelor of Arts (History) passed from Calicut University – Year 1992.*

PROFESSIONAL QUALIFICATION

- ❖ Diploma in Typewriting / Shorthand speed 40 / 80 w.p.m.

COMPUTER KNOWLEDGE

- ❖ Spreadsheets (MS-Excel), Word Processors (MS-Word), PowerPoint, Publisher, ER Manager Software, Internet & E-mail Software.

LANGUAGES KNOWN

Language	English	Hindi	Malayalam
Spoken	Good	Good	Good
Written	Good	Good	Good

PERSONNEL DETAILS

Date of Birth : 13-05-1972
Marital Status : Married
Contact Mobile Number : INDIA 0091-8547468986
: DUBAI 050-9746263

PASSPORT DETAILS

Passport No. : M1503541
Place of Issue : COCHIN
Date of Issue : 25/08/2014
Date of Expiry : 24/08/2024

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge. If you given me a post I will do my duty with your best satisfaction.

SAJEEVAN K.G.NAIR