



SALES & ADMINISTRATION



- To endeavor for perfection in Areas of Sales & Administration where my proficiency can be best availed to the organization enabling mutual growth.
- I possess 24 plus years of experience in Sales & Administration working in areas related to Compressor Technology, Pneumatic, Electrical, Test and Measuring Tools and Equipment's.

PROFESSIONAL EXPERIENCE

GOLDEN SPOON GENERAL TRADING COMPANY, (KUWAIT)

MARCH 2024 till DATE

Sales Manager

- Creating New Opportunities for Sale of Products for the concern segment along with sales team.
- Updating the customer requirement and following up with sales team.
- Taking care of all orders and getting special prices for same.
- Keeping track with the logistics team and Warehouse team for timely supply and execution of orders.
- Visiting customers with sales team for resolving pending issues and managing them in better way.

MIDDLE EAST TELECOMMUNICATION COMPANY, (KUWAIT)

JANUARY 2023 till FEBRUARY 2024

Account Manager

- Creating New Opportunities for Sale of Equipment's for the concern segment.
- Updating presales team for the customer requirement.
- Coordinating with vendors to get better deals and promote more sales.
- Taking care of all Bulk orders and getting special prices for same.
- Keeping track with the logistics team and Warehouse team for timely supply and execution of projects.
- Visiting customers with presales, technical support team for site survey and product demonstration.
- Keeping track of pending payments and resolving pending issues in coordination with finance team.

FURUS PACKING PVT LIMITED, MUMBAI (INDIA)

MAY 2019 till JUN 2022

Area Sales Manager

- Assessment & categorization of customer's requirements in monthly meeting with sales team.
- Promoting products and packaging equipment through campaign.
- Evaluation & Assessment of New and Old Dealers and agents.
- Validating and approving Bulk purchase orders.
- Keeping track with the production team and updating in advance for specific product requirements.
- Visiting customers and dealers along with sales team for product trials and demonstration.
- Keeping track of pending payment from customers and resolving pending issues in coordination with sales team.
- Recruiting new sales representatives in the new area as per requirement.

ATLAS COPCO, KUWAIT

APRIL 2013 till JAN 2019

PTS Area Sales Supervisor

- Performed all the presale activities such as compiling database of the client's, segmenting them and targeting the correct clients for the required Equipment's like Generators, Compressors, Tower Lights and Compactors etc.
- Identifying & Developing Prospective new clients for new business opportunities.
- Coordinating as per customer's requirement and updating to concern to provide adequate solution as per customer's requirement.
- Mapping the Client Requirements and planning the solutions as and when required.
- Sector wise identification of client in various industries & developing client specific solutions.
- Coordination with different departments for smooth implementation of the order within Delivery Scheduled.
- Coordinating with customers during the Implementation Process ensuring Customer Satisfaction.

- Achieving standards set By Company for customer satisfaction.
- Reporting to Management on weekly basis on development in local markets
- Coordinating within the team to have smooth operational performance.
- Keeping track of payments pending from customers maintaining regular follow up.

ATLAS COPCO, KUWAIT

MARCH 2006 to APRIL 2013

Sales & Logistics Coordinator

- Making Quotes for CTS aftermarket products and doing Sales.
- Mapping the Client Requirements and planning the solutions as and when required.
- Coordination with different departments for making quarterly parts assessments as per requirement to keep inventory of parts as per market requirement.
- Ensuring that Stock Check activities are carried out on a regular basis on the Inventory items as stipulated in respective departments.
- Implementing ISO standards for better process control and smooth workflow.
- Managing effective and efficient costing system resulting in cost reduction, business process and procedures for improving performance.
- Generating reports giving in-depth knowledge to the management through Customer Relation Management Software.
- Maintaining Logistics information for the Branch related to Equipment's and Spare Parts.
- Consistently evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material / execution of job works.
- Coordinating with local clearing agents for import and export of spare parts and Equipment's.
- Keeping track of spare parts and equipment is pending for customers and maintaining regular track for schedule delivery.
- Achieved Biggest Order in the Region for Spare Parts for Oil Free Compressors from Kuwait Oil Company and Kuwait National Petroleum Company worth USD 720,000.

Blue Bird Company WLL (KUWAIT)

OCT 2004 – FEB 2006

Senior Sales Executive

- Assessment & categorization of customer's requirement.
- Maintaining sales with customers as per their requirements.
- Evaluation & assessment of purchase requirement.
- Preparing, getting approvals, and finalizing the purchase orders.
- Keeping track with the Clearing agents for material arrival and scheduling delivery as per arrival of Goods.
- Inspection and receipt of delivered materials / services.
- Keeping track of pending payment from customers and resolving pending issues.

V K General Trading and Contracting Company (INDIA)

SEPT 1999- AUG 2004

Sales Engineer

- In charge for sales of Electrical, Pneumatic, Test and Measuring Tools and Equipment's required for related industries.
- As a Sales Engineer involved in day-to-day development of projects and reporting to Area Sales Manager.
- Coordinating with clients in a professional way and getting approvals for the stages in the project development as well as prototypes of the projects.
- Maintained Projects for Customers through outsource by a professional firm. So was responsible for coordinating with the technical team and getting the project completed according to the client's requirement.
- Mapping the client's requirements and architecting the solutions
- Responsible for gathering data from different customers as per their requirements and coordinating with suppliers for supplying standardized product solutions.
- Worked on Implementation of process for maintaining better inter department coordination.

EDUCATION & PROFESSIONAL CERTIFICATIONS

EDUCATIONAL QUALIFICATION

- Diploma in Industrial Electronics. Bhartiya Vidyapeeth Institute of Technology, New Mumbai, India

ADDITIONAL QUALIFICATION

- Certified AUDITOR/LEAD AUDITOR ISO 9001:2008 QUALITY MANAGEMENT SYSTEMS.
- Certified Green Belt in LEAN SIX SIGMA.
- Completed IBM certified E-Commerce from Asset International, subsidiary of Aptech Limited.
- Completed Personality Development Course from INDO-AMERICAN SOCIETY.
- Undergone training for maintaining ISO Standards in workplace during Academic Training.

NATIONALITY & OTHER INFORMATION

Nationality	: Indian
Currently Residing	: Kuwait
Work Permits	: Kuwait (Article 18)
Driving license	: Valid Kuwait Driving license
Marital Status	: Married
Date of birth	: October 22, 1974