

DAYAPARAN KK

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Trivandrum, Kerala.



Seeking a challenging and dynamic position in Accounts operations, Marketing and Administration.

Professional Synopsis

- Strong understanding of financial statements and key performance indicators.
- An astute & result oriented professional with nearly 5 years of exhaustive field experience in business development, Sales & Marketing, Product promotion and Procurement.
- Ability to maintain strong relations with Cross-Functional Teams, Area teams, an External Partners
- Proven management skills. Ability to manage multiple projects/priorities simultaneously and show appropriate progress; comfortable working in a fast paced, dynamic business environment.
- Motivated, self-starter and highly collaborative, able to produce quality results in high pressure situations in a dynamic environment.
- Proactive and enjoys a diverse working environment, Ability to meet deadline to an agreed standard and a strong team player.

Organisational Experience**1. SANTHIGIRI AYURVEDA & SIDDHA HOSPITAL & SANTHIGIRI ASHRAM ZONAL OFFICE , SAKET, NEW DELHI****Accounts, Marketing & Administration****[From May 2014 to Feb 2018]**

- Handling customer queries face to face, over the phone or via correspondence.
- Accounting, Banking, Cash handling and Administration.
- Meeting the new target customers and converting them in to customers.
- Updating dealers about the change in product price and new product launch.
- Monitor stock levels and carry out periodic stock takes.
- Supervise staff members.
- Record all stock movement and deliveries in database and prepare regular reports

2. MH ALMAHROOS, MANAMA, KINGDOM OF BAHRAIN**[From Feb 2018 to Feb 2019]****Inventory monitoring, Sales & Marketing**

- Monitoring stock levels and Re-ordering.
- Spare parts procurement & Pricing.
- Sales and marketing of construction machineries & spare parts.
- Meeting customers and giving product presentations.
- Negotiating and convincing the customers to buy the products.
- Keeping a record of customer follow-ups.

3. ALMOAYYED CONTRACTING GROUP, MANAMA, KINGDOM OF BAHRAIN**[From Feb 2019]****Overseas payment and supplier account reconciliation.**

- Letter of credit (LC) implementation and follow-ups.
- Processing of Telegraphic Transfer (TT) (In USD, GBP, EUR, AED, SAR, JPY etc....) & international Cheques.
- Liaising with bank office team to ensure both timely and correct execution of customer payment orders.
- Supplier account reconciliation and payment

Strengths & Interests:

- Capacity to learn and adapt quickly.
- Always looking for professional growth and carries strong commitment.
- Having strong analytical skill and right attitude in implementing things.
- Good in handling situations.
- Managing ,Marketing, Accounts, Sales & Services
- Traditional instruments & Physical Fitness
- Watching movies and listening music.

Qualifications

2011-2014 Bachelor of Commerce Degree (BCOM) from Kerala University, India.

Pursuing M.COM from IGNOU.

Training

- One month training from Santhigiri Ayurveda & Siddha on "Marketing Strategy" of the Company.
- Three moth training from MH Almahroos on Product Marketing & Sales Promotion.
- Tally ERP9 classes from Trivandrum, Kerala.
- Oracle classes from Bahrain.

Software Packages

- Oracle, Tally & MS Office (Complete proficiency in MS Excel and Outlook).

Passport / Personal Details

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| ▪ Electoral ID | : | WRS0772707 |
| ▪ Nationality | : | Indian. |
| ▪ Date of Birth | : | 09-12-1992 |
| ▪ Languages Known | : | English, Hindi, Malayalam & Tamil. |
| ▪ Driving License | : | 22/2675/2011(Indian) & 921240597(Bahrain) |
| ▪ Marital Status | : | Single |
| ▪ Reference | : | Available on request |

Declaration

I hereby declare that the details furnished above are true and complete to the best of my knowledge and belief and I am in possession of the documents and proof of claims made in this application.


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