**Sub: Suitable Position At Your Firm**

I am seeking the opportunity to consolidate strong academic qualifications and sound professional capabilities within a large corporate environment. Your company seems an ideal prospect, since I have previously built up a diverse and strong experience to work for the mutual benefit of both the company and the client.

I feel that I can be asset to your firm as my experience in business development and Project handling, 16 years, with the large majority of my experience in Qatar, UAE & India.

My expertise lies in an ability to effectively interact with clients and vendors, identify right client to develop good business to achieve management objectives.

My additional abilities are listed in the enclosed CV. As you can see from my resume, my professional experience has given me the capability to provide comprehensive and thorough administrative solutions.

I would appreciate the opportunity to interview for this position, as I am certain that a face-to-face meeting would more fully reveal my positive attitude and ability to meet your expectations. Thank you for your time and consideration.

Yours sincerely:

**VINODKUMAR.K**

**Mob - +974 – 77578624, +91-7012082032.**

**Email: vinodkrishnan4@rediffmail.com.**

**RESUME**

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**VINODKUMAR.K**

**DOHA QATAR**

**Mob - + 974 – 77578624**

**Email**:**vinodkrishnan4@rediffmail.com**

**OBJECTIVE: T**o achieve the best in a good working environment through commitment, hardworking, consistent and professional approach which gives satisfaction and learning experience in my career.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl .no** | **Degree/ Subjects** | **College/School** | **Year of** | **Aggregate (%)** |
| **passing** |
|  |  |  |  |
|  |  |  |  |  |
|  |  | **Bharathiar University** |  |  |
| 1 | **MBA (Marketing and HRM)** |  | 2003 | **75%** |
|  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 2 | **CMA** | **Australia University** | 2010 | **grade** |
|  |  |
|  |  |  |
|  |  |  |  |  |

**COMPUTER LITERACY**

* **MS** -**O**ffice, **E**xcel, **P**ower point, **W**ord, Photoshop, Internet.

**PROJECT CERTIFICATIONS:**

* KERALA STATE RUBBER CO-OPERATIVE LTD (RUBCO) for new product development
* Part of course Project

**LANGUAGES KNOWN:**

* **Read : E**nglish, **H**indi and **M**alayalam
* **Write : E**nglish, and **M**alayalam
* **Speak: E**nglish, **H**indi and **M**alayalam, **T**amil.

**WORK EXPERIENCE:**

* **W**orking as **BUSINESS MANAGER at MERIT VISION SECURITY SERVICES IN QATAR** from January 9th2018 to Till date.
* Worked as **MARKETING MANAGER** at **MIDTECH TRADING AND CONTRACTING IN QATAR** from 20st May 2016 to 24th Dec 2017**.**
* **W**orked as **BUSINESS DEVELOPMENT MANAGER at AL ASHWAQ ELECTROMECHANICAL AND BUILDING MATERIAL TRADING LLC, DUBAI, UAE** from July 9th 2007.to Jan 01st 2016.
* **Worked as BRANCH DEVELOPMENT MANAGER at HDFC LTD KANNUR KERALA from March 2004 to 2007 march.**

**JOB PROFILE MERIT VISION SECURITY SERVICES W.L.L**

* Meet, schedule, coordinate and monitor with MEP Contractors, Main contractors and project consultants for new projects.
* Preparation of company Pre-qualification document and technical submittals related to project as per the specification given by the consultants and getting by the approvals for the same from the consultants
* Take inquiry from clients and forward to estimation department
* Perform and Liaison with all activities from inquiry to work finalization (Inquiry, Quotation ,Negotiation with clients, Work finalization)
* Cooperate and communicate effectively with project manager and other project participants to provide assistance and support

**JOB PROFILE IN MID -TECH TRADING&CONTRACTING WLL**

* Mainly dealt with Automatic and Manual Slide doors (Iron Mongrel) of GEZE Germany.
* Meeting with clients, Consultants and Main contractors for new business development
* Preparation of company Pre-qualification document and technical submittals related to project as per the specification given by the consultants and getting by the approvals for the same from the consultants
* Liaison with all activities from Inquiry to project finalization.(taking Inquiry, Quotation submitting, Negotiation with client and Project finalization)
* Cooperate and communicate effectively with project manager and other project participants to provide assistance and support
* Extend all support for project execution.
* Maintain and keep always healthy and good relation with clients.
* Preparing invoice /and follow up with payment

**JOB PROFILE AL ASHWAQ ELECTROMECHANICAL CONTRACTING AND BUILDING MATRWRAIAL TRADING LLC, DUBAI, UAE**

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* Meeting with clients, Consultants and Main contractors for new MEP business development.
* Preparation of company Pre-qualification document and technical submittals related to project as per the specification given by the consultants and getting by the approvals for the same from the consultants
* Liaison with all activities from Inquiry to project finalization.(taking Inquiry, Quotation submitting, Negotiation with client and Project finalization)
* Extend all support for project execution.
* Preparing invoice/follow up payment.

**PERSONAL SKILLS:**

* **H**ardworking
* **G**ood communication skills
* **A**ccuracy
* **T**eamwork
* **C**onfidence
* **T**eam **P**articipation
* **B**uild and **M**aintain relationship with clients
* **H**aving a friendly and engaging personality.
* **S**oft spoken and **D**evoted towards work given
* **E**xcellent customer handling
* **P**rofound **p**roblem solving and decision-making skills.
* **S**trong analytical and problem solving skills.
* **H**ighly trustworthy, discreet and ethical. Upbeat and eager to learn.

|  |  |  |
| --- | --- | --- |
| **PASSPORT DETAILS:** | |  |
|  |  |  |
| **Passport Number** | **:-** | **R6175701** |
| **Date of Issue** | **:-** | **02/02/2018.** |
| **Date of Expiry** | **:-** | **01/02/2028** |
| **Place of Issue** | **:-** | **Kozhikode(Re Issue)** |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS:** | |  |
| **A**ge | : | **42** |
| **G**ender | : | **M**ale |
| **D**ate of **B**irth | : | **29**/06/19**76** |
| **M**arital **S**tatus | : | **Married** |
| **M**other **T**ongue | : | **M**alayalam |
| **F**ather's **N**ame | : | **Balakrishnan.** |
| **N**ationality | : | **I**ndian |

**DECLARATION:**

**I hereby declare that the particulars given above are true and complete, to the best of my knowledge and belief.**

**Place: Doha**