

# SOUMYAJIT NAYAK

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A highly efficient and young professional with more than six years of proven expertise in sales and project management in oil and gas sector. Seeking to leverage my technical competence and professional skills to grow and make a positive contribution at your organization.

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## KEY SKILLS

- Well organized professional with strong sense of commitment; regards ethics and integrity as critical components of business philosophy
- Six years of experience in B2B sales of valves, project management, analysis, planning and execution
- Ability to communicate effectively in interpersonal and business environments and establish excellent rapport with clients and internal departments
- Good knowledge of valves, material standards, non-destructive testing and other common tests
- Proficient in Microsoft office (especially in Excel, Word and PowerPoint) and experienced in Photoshop. More than five years of personal experience in web designing

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## EMPLOYMENT HISTORY

**Sales Engineer** (April 2014 – Present)  
**AIV L.P., Dubai, UAE**

- Identified and followed up on potential inquiries after analysing the market. Handled orders from quote to cash stage
- Played an important role in moving from sales-only office to setting up the warehouse
- Designed and implemented inventory and material certificates tracking system for the new warehouse
- Trained newly hired sales assistant and order coordinator
- Achieved 33% and 24% increase in sales in '15 and '16 respectively on year over year basis
- Liaised with US main office for all IT setup and solutions for the local Dubai office

**Project Engineer** (July 2011 – March 2014)  
**Pentair Valves and Controls (Previously Tyco Valves and Controls), Sharjah, UAE**

- Successfully managed many multi-million dollars oil, gas and power projects from leading contractors for the supply of different types of products like valves, actuators etc.
- Served single point of contact for customer and factories, and liaised with all the departments to execute the projects
- Developed proper documentation procedure, project managing tools and commercial tasks tracking lists for the project management team
- Prepared, analysed and presented monthly and quarterly revenue forecast and financial reports for the team to the management

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## EDUCATION

Bachelor of Technology in Metallurgical and Materials Engineering 2007-2011  
National Institute of Technology, Rourkela 8.41/10