AL Dear Sir / Madam,

I have attached my CV for your perusal.

I would like apply for a position of **Interior Designer**, **Purchase Coordinator, Sales Coordinator, Sales Executive** in your company, should any vacancies arise that would be suitable please do not hesitate to contact me.

I look forward to the opportunity of an interview in the very near future. You can contact me on +91 7356432803

Kind regards,

VARGHESE LAZAR

E-mail: [varghese.lazar@gmail.com,](mailto:varghese.lazar@gmail.com) [varghese.lazar@outlook.com](mailto:varghese.lazar@outlook.com)

**CURRICULUM VITAE**

## Personal Profile

Name : Varghese Lazar

Date of Birth : 19th November 1981

Nationality : Indian

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| Contact Number | : 7356432803 |

Permanent Address in India : Thekkanath House P.O. Peramangalam, Thrissur

Dist., Kerala, India Pin code 680545

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| Marital Status | : Married |
| Passport No. | : N1653701 |
| Driving Licence | : Bahrain Vehicle License, Indian Light Vehicle |

License

E-mail Address : [varghese.lazar@gmail.com](mailto:varghese.lazar@gmail.com), [varghese.lazar@outlook.com](mailto:varghese.lazar@outlook.com)

## Work experience

11/2018 – 05/2019 Worked as a **'Sales & Purchase & Marketing Coordinator cum Kitchen**

**Designer'** for **Kitchen Magic** (Div. of Adel Fakhro & Sons), Arad, Kingdom of Bahrain.

* The Sales and Purchase Coordinator provides administrative assistance and

support to sales and purchase teams.

* This role would, primarily, engage in arranging the purchase of raw materials,
* supplies and services for the company, help the sales force by setting
* appointments, ensuring that salespeople have sufficient supply of samples,

brochures and other sales material, sends materials as needed for trade shows,

* and collaborate with other departments, such as marketing, advertising and promotions.
* Duties and responsibilities Research and Evaluate Suppliers Negotiate and
* Renegotiate Contracts with Suppliers, Subcontractors, etc. Create and Send
* Purchasing Orders Monitor Purchases through the Delivery Process Evaluate
* Supplier Performance Provide Office Support for Sales Team Manage
* Distribution of Sales Materials Collaborate with Other Departments Prepare
* costing estimation for projects and retail Prepare quotations, technical specs,
* LPOs, Invoices etc. Prepare documentation for Projects, Work completion
* certification, DLP etc. Any other reasonable tasks, as instructed by Management.
* Designing Kitchen cabinets and shop drawing using AutoCAD Software’s, 2020 Fusion
* Making Cut list for production works and clients.

**07/2015– 10/2018** Worked as an **'Sales Executive**' for Al Rayan Carpentry & Contracting, Arad, Kingdom of Bahrain.

# organizing sales visits

* demonstrating and presenting products
* establishing new business
* maintaining accurate records
* attending trade exhibitions, conferences and meetings
* reviewing sales performance
* negotiating contracts and packages
* aiming to achieve monthly or annual targets.

**07/2009– 07/2015** Worked as an '**Interior Designer**' for Al Rayan Carpentry & Contracting, Arad, Kingdom of Bahrain.

* Created renderings in Photoshop and Visual Impression to present to customers.
* Produced complete sets of AutoCAD documents for installation.
* Prepared complete specifications and appropriate pricing for customer.
* Created construction documentation for large commercial kitchen design • projects.
* Responsible for managing multiple projects simultaneously.
* Collaborated with multiple design teams to meet projects goals and deadlines at 100%.
* Designed interior, 3D modelling and visualization new style of interior, furniture and decorative items using 3Ds Max
* Worked with textures and materials for objects, created compound material, worked with UV coordinates
* Created realistic lighting and rendering using V-ray
* Prepared presentation materials using Adobe Photoshop
* Researched products for prospective clients
* Generated quotes through a computerized estimating system
* Designed floor plans, lighting plans, and laid out color charts and selected
* specified
* fabrics, furniture, lighting, hardware, and fixtures based on the clients' space availability, lighting intensity, interior design theme and preferences and budget
* Provided estimates on products and services via client presentations

**06/2005 – 06/2009** Worked as an ‘**Interior Designer**’ for Anjanam Woodware, Manithara, Thrissur, Kerala, India.

* Created renderings in Photoshop and Visual Impression to present to customers.
* Produced complete sets of AutoCAD documents for installation.
* Prepared complete specifications and appropriate pricing for customer.

## Languages

* Fluent in English, both verbal and written.
* Fluent in Hindi, both verbal and written.
*  Fluent in Malayalam, both verbal and written. Basic knowledge in Arabic

## Education and Academic Qualifications

* 2001 – 2004 Bachelor of Science in Mathematics, Kerala, India (Calicut University)
* 1999 – 2001 XI & XII, Science Group, Govt H.S.S School, Kandassakadavu, Thrissur, Kerala, India. (State Board)
* 1998 – 1999 SSLC, Govt Model Boys Higher Secondary School, Thrissur, Kerala, India.

## Professional Qualification

2004 – 2005 **Advance Diploma in Architecture and Interior Design**, Cadd Centre, Chennai based at Thrissur, Kerala, India.

2019- Diploma in **BIM**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved) 2019- Certification in **Revit Architecture**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **Revit MEP**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **Revit Structural**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **NAVISWORKS**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2004 –Certification in Web Designing, APTECH Thrissur, Kerala India

Key Skills

* Confidence
* Perseverance
* Patience
* Excellent interpersonal skills
* Commercial awareness
* IT skills
* Numerical skills

## Skills

Software

* Computer literate (MS Office – Word, Excel, PowerPoint, Spreadsheets etc.)
* Photoshop
* 3D Max Studio
* Autodesk AutoCAD
* Sketch up
* Vray rendering Software
* Autodesk Revit Architecture
* Autodesk Revit MEP
* Autodesk Revit Structural
* NavisWorks Manage
* BIM
* ArchiCAD
* 2020 Fusion
* HTML, C, JavaScript, css,

Interior Design

Strong Knowledge of space planning, sketching, computer rendering/modelling, shop Drawing and concept development, Kitchen Design

## Personal Qualities

* A highly motivated approach to work.
* Confident with people.
* A proactive working approach.
* Ability to gain trust and confidence
* A team orientated approach

Reference upon Request

Here, I acknowledge that all the above mentioned details are true according to my Knowledge.