

NISHAL CHERIYATH SURENDRAN

DOHA, QATAR

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PROFESSIONAL OBJECTIVE

To be a part of reputed organization, which expects a high level of performance and commitment from its members, where I can utilize my professional skills and experience in field of marketing and business development

PROFESSIONAL WORK HISTORY

1. PROCUREMENT MANAGER

POOJA CASHEWS , WESTAFRICA. FROM JULY 2016 TO MAY 2018

Profile Summary

- Planning and executing new initiatives and strategies for developing trading network and customer base in each country of African continent
- Keeping track of global cashew and agric commodity price movement and market
- Procurement control of raw cashew nut in terms of cost and time
- Ensuring timely services/supply of products to customers including dealers and distributors
- Controlling commercial activities pertaining to procurement, sale, credit policy ,etc
- Close checking, inspecting the quality and reliability of material
- Identifying and developing new business opportunities and penetrating new markets for cashews and other commodities trading.

2. SALES ASSOCIATE & CASHIER IN CHARGE

DUFY, SHARJAH INTERNATIONAL AIRPORT.FROM MAY 2014 TO MAY2016

Profile Summary

- Co-ordination of Sales.
- Providing required information to superiors on demand
- To maintain proper records
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in places
- To reserve a particular material for a specific job when so required
- To issue materials only in required quantities against authorized requisition notes/material lists
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage ,etc
- Prepare daily sales and stock reports.
- Provides sales vs projection results by preparing and forwarding sales tracking reports
- Updates managers by consolidating,analyzing and forwarding daily action summaries.

3. SERVICE ADVISOR

AVG MOTORS PVT LTD., PATHANAMTHITTA FROM DEC 2010 TO DEC 2012

Profile Summary

- Handling Customer complaints.
- Writing service orders and descriptions of problems and repairs.
- Estimating the cost and time needed for the repairs and maintenance work.
- Maintenance and service turn over in vehicle care.
- Providing an adequate advice to the technicians on works to be done.
- Providing required information to superior on demand.
- Follow ups with the vehicle customers.
- Manage and oversee the work flow and scheduling of service center.

PERSONAL STRENGTH

- Strong written and verbal communication skills
- Ability to organize, co-ordinate
- Communication & visualization
- Strong Customer skills
- Strong interpersonal and leadership skills
- Ability to work independently with minimum direction

AREAS OF EXPERTISE

- Sales and Marketing
- Documentation and stock auditing.
- Inventory control and tracking material flow.

ACADEMIC QUALIFICATIONS

- B.Tech in Mechanical Engineering (ME) from Caarmel Engineering College under MGU with an aggregate of 61% in 2010.

ADDITIONAL QUALIFICATIONS

- Piping course, ASNT certified level 2 NDT course.
- Heating ventilation and Air conditioning (HVAC).

COMPUTER PROFICIENCY

- Microsoft office
- Auto cad
- Proficient in Windows XP, Vista & Windows 7

PERSONAL INFORMATION

Visa Status: visit visa
Passport No: J9202788
Date of Expiry: 01-09-2021
Date of birth: 30-05-1988
Marital status: Single
Linguistic proficiency: English, Hindi, Malayalam, Tamil.

REFERENCES

VIJAYAN SADANANDAN (managing Director), Pooja cashews, Adoor.
Mob: 0091-9526223437
Email:poojacashewadoor@gmail.com

DECLARATION

I hereby declare that above mentioned information are true in the best of my knowledge and belief.

NISHAL CS