

JAYAKRISHNAN CK

SALES & PURCHASING OFFICER

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SUMMARY

Experienced Sales & Procurement Officer with a track record in the oil field supply industry. Proven ability to manage client accounts, prepare competitive quotations, while effectively handling procurement processes, supplier negotiations, and purchase order management. Skilled in coordinating sales and purchasing activities to ensure timely delivery, and client satisfaction. Seeking to contribute industry expertise, and operational efficiency to a forward-thinking organization.

PROFESSIONAL EXPERIENCE

Sales & Purchasing Officer, Supreme Supply & Services, Qatar April 2022 - Present

- Prepare and submit quotations to oilfield clients based on inquiries received.
- Follow up with clients on submitted quotations and maintain regular communication for ongoing and upcoming requirements.
- Maintain client databases and sales records for reporting and follow-up purposes.
- Maintain and strengthen client relationships by providing timely support, addressing concerns proactively, and ensuring customer satisfaction to promote repeat business and client retention.
- Respond promptly to client inquiries and provide after-sales support.
- Liaise with internal departments (logistics, accounts) to ensure timely delivery and invoicing.
- Assist in preparing and submitting tender documents and related forms.
- Source suitable suppliers for required oilfield equipment and consumables.
- Obtain and evaluate multiple supplier quotations for price, quality, logistics and delivery time for quotation comparisons.
- Prepare purchase orders and service orders on ERP system in line with company procurement policies.
- Track delivery timelines and ensure vendors meet supply deadlines.
- Maintain records of purchases, pricing, and vendor performance.
- Negotiate with vendors to ensure cost-effective procurement and terms.
- Assist in vendor pre-qualification and registration processes.
- Coordinate with warehouse and logistics teams for receipt and inspection of goods.

Senior Sales Executive, Texas Equipment LLC, Sharjah, UAE August 2017 - Dec 2021

- Develop and maintain strong relationships with key clients, contractors, and procurement officers to drive repeat business and long-term partnerships.
- Prepare and deliver proposals, quotations, and technical presentations to client requirements.
- Negotiate pricing, and terms with clients and suppliers to ensure profitable deals while maintaining customer satisfaction.
- Conduct regular client visits and meetings to assess ongoing requirements, gather feedback, and identify opportunities for upselling and cross-selling.
- Guide and mentor junior sales staff, offering product training and support to enhance team performance.
- Ensure compliance with company policies, industry regulations, and ethical standards in all sales activities.

Outdoor Sales Executive, Sedana Trading, Sharjah, UAE**Dec 2010 - July 2017**

- Conduct market research to identify new business opportunities and stay informed on industry trends and competitor offerings.
- Visit construction sites, industrial facilities, and client offices to present product catalogs and offer tailored solutions.
- Coordinate with the sales support team to prepare and deliver accurate quotations, product specifications, and technical data sheets.
- Follow up on leads and inquiries from various channels to convert prospects into active customers.
- Maintain detailed records of customer interactions, sales visits, and feedback using CRM tools or reporting systems.
- Provide after-sales support to ensure customer satisfaction and resolve any product or service-related concerns.
- Participate in exhibitions, product demonstrations, and promotional events to represent the company and generate new leads.
- Achieve monthly and quarterly sales targets through proactive planning and consistent field activity.
- Educate clients on product features, benefits, and usage, ensuring alignment with their operational requirements.

Marketing executive, Berkeley Services, Dubai**March 2004 - Nov 2010**

- Identify and engage with potential partners, real estate agencies, and industry associations to promote course offerings and expand reach.
- Organize and participate in education fairs, industry seminars, and webinars to showcase course content and interact with prospective students.
- Monitor and analyze campaign performance using digital marketing tools and adjust strategies to optimize reach and conversion rates.
- Maintain and update the course website or landing pages to ensure accurate, up-to-date information and user-friendly navigation.
- Develop targeted marketing campaigns based on audience segmentation such as brokers, agents, and real estate professionals seeking certification.

Accountant, XLNC Solutions, Bangalore, India**Sept 2002 - Feb 2004**

- Assist in preparing financial statements, including balance sheets, income statements, and cash flow reports.
- Record and maintain accurate accounting transactions in ledgers and accounting systems.
- Process invoices, payments, and receipts, ensuring proper documentation and approvals.
- Perform bank reconciliations and assist in maintaining petty cash and expense reports.
- Monitor accounts payable and receivable and follow up on outstanding balances.
- Maintain organized records of financial documents for auditing and reporting purposes.
- Provide support to senior accountants and finance managers with ad hoc financial tasks and reports.

SKILLS

- Procurement & Vendor Management
- Coordination and Analysis
- Quotation & Tender Preparation
- Team Management
- Interpersonal Skills
- Sales Coordination & Client Relations

EDUCATION

Bachelor of Commerce, Kerala, India - 2003

TECHNICAL EXPERTISE

2000 Microsoft Office Tools

ERP Software- Focus

Tally and Peachtree

Valid Qatar Driving License

PERSONAL DETAILS

Visa Status - Work Resident Permit, Transferrable

Nationality - Indian

DOB - 18/11/1978

Marital Status - Married

Languages- English, Malayalam, Hindi