



# Koshy Varghese

## Administrator Sales and Marketing

(Transferable visa with NOC)

Building 34, Zone 54, Luaib,Doha , Qatar , Ar Rayyān, Qatar

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### Date / Place of birth

01-DEC-1989, INDIA

### Nationality

Indian

### Driving license

VALID QATAR DRIVING  
LICENSE

### Skills

ORACLE ERP Software

MS Office (Word, Excel and  
PowerPoint)

Tally Software

Internet Savvy

Sales Knowledge of Power  
tools, Pipes and fittings, Air  
Condition ,Fuel Dispensor,  
Fuel  
Flowmeter.-

## Profile

Dynamic Administrator with over 12+ years of experience in management operations, delivering exceptional results in sales support and administrative efficiency. Expertise in ORACLE ERP, MS Office, and Tally Software streamlines operational processes and enhances data management. A proven ability to implement effective recruitment strategies and foster employee relations ensures a well-coordinated and compliant workplace. Exceptional communication skills facilitate strong engagement across all organizational levels, promoting a collaborative environment. Committed to leveraging analytical skills and training experience to drive innovative solutions in administrative functions and enhance overall productivity.

## Employment History

### Sales Support Executive, GULF INCON WLL , Teyseer Group, SALWA ROAD, QATAR

January 2023 — Present

- Created sales quotations for brands including ESAB, METABO, and VOLTAS, ensuring accuracy and competitive pricing.
- Managed showroom operations, optimizing customer engagement and sales counter activities.
- Handled customer inquiries and account management through various communication channels, enhancing customer satisfaction.
- Processed cash invoices and managed petty cash efficiently, maintaining financial accuracy.
- Collaborated with logistics to calculate costs for non-stock items, supporting procurement decisions.

### Executive Secretary and Sales Support, TEYSEER INDUSTRIAL SUPPLIES AND SERVICES COMPANY., STREET 18 / INDUSTRIAL AREA /DOHA/QATAR

October 2016 — December 2022

- **Administrative Support:** Handling phone calls, managing calendars, scheduling meetings, and making travel arrangements.
- **Clerical Duties:** Filing, typing, copying, scanning, and data entry.
- **Document Management:** Preparing, proofreading, and editing documents, creating and maintaining filing systems.

INCO TERMS- EXW (Ex Works) The seller makes the goods available at their premises. ... FCA (Free Carrier) ... FAS (Free Alongside Ship) ... FOB (Free On Board) ... CFR (Cost and Freight) ... CIF (Cost, Insurance and Freight) ... CPT (Carriage Paid To) ... CIP (Carriage and Insurance Paid To)

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### Languages

English

Hindi

Malayalam

### Hobbies

Travelling, Basketball, Cycling.

- **Communication:** Managing correspondence (both internal and external), responding to inquiries.
- **Record Keeping:** Maintaining records of all incoming and outgoing correspondence, processing invoices and payments.
- **Meeting Support:** Preparing agendas, taking minutes during meetings.
- **Office Management:** Overseeing routine office tasks, maintaining office equipment, ensuring smooth operations.
- Main Cashier jobs, collecting cash from all divisions sending to bank, Preparing receipts .
- Handled Stationary of the company.
- **Customer Service:** Responding to customer inquiries via phone, email, or in person, managing customer accounts, and processing sales orders.
- **Sales Data Management:** Maintaining accurate and up-to-date customer and sales data in databases, tracking sales leads, and generating sales reports.
- **Sales Support:** Providing administrative support to the sales team, including scheduling appointments, preparing sales documents.

## Human Resource Officer, Qatar Aluminium Extrusion Company, NEW INDUSTRIAL AREA , QATAR

February 2013 — August 2016

- Coordinated with technical panels to define job positions and understand requirements.
- Shortlisted resumes based on desired skills and experience.
- Maintained employee personal files and communicated HR policies, enhancing compliance.
- Monitored confirmations, appraisals, and increments while assessing training needs for employee development.
- Conducted interviews with departmental heads to ensure alignment with organizational goals.

## Administrative Assistant, Trinity Trading and Contracting W.L.L.

July 2012 — January 2013

- Scheduled and coordinated training programs with external trainers to enhance employee skills.
- Prepared final settlements, gratuity, leave salary, and managed all employee benefits.
- Tracked attendance, maintained leave and PF records, and issued relevant documentation.
- Resourced, screened, and shortlisted resumes through multiple job portals to streamline recruitment.
- Maintained comprehensive employee personal files and records for efficient HR operations.

## Business Development Officer, Naukri News, New Delhi

December 2011 — May 2012

- Assisted HR manager in planning organizational recruitment and developing recruitment strategies.
- Conducted interviews for potential recruiters, enhancing selection quality.

- Generated experience and relieving letters while managing full and final settlements.
- Maintained employee personal files and communicated HR policies across the organization.
- Shortlisted resumes based on desired skills and experience, advertising vacancies effectively.

### **Marketing Executive, Pantaloons Retail Ltd., New Delhi**

April 2011 — September 2011

- Oversaw customer service operations, enhancing customer satisfaction in the showroom.
- Resolved customer inquiries during major company events, improving overall event experience.
- Collaborated with marketing teams to develop promotional strategies and campaigns.
- Monitored inventory levels and ensured product availability for customer demands.
- Trained staff on customer service protocols, fostering a customer-centric environment.
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## **Education**

### **BBA (BUSINESS ADMINISTRATION), JAMIA HAMDARD UNIVERSITY, New Delhi**

Graduated with High Acceptations

### **Diploma in Information Technology, National Small Industrial Cooperation, New Delhi**

COMPUTER SKILLS

### **12th, CBSE Board, New Delhi**

SARVODAYA VIDYALAYA , NEW DELHI-19

### **10th, CBSE Board, New Delhi**

ST.GEORGE SCHOOL (MUTHOOT GROUP), ALAKNANDA, NEW DELHI-19

## **References**

ALVIN from GULF INCON WLL , QATAR  
+974 44996513

UMESH KOIRALA from TEYSEER INDUSTRIAL SUPPLY AND SERVICES COMPANY (TISSCO), QATAR  
+974 55498519

HENDRY CRUZE from QATAR ALUMINIUM EXTRUSION  
+94771468406