



Sajjan Kunchandy

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EDUCATION

Diploma in Mechanical Engineering
(2012)

J.R.N.Rajasthan VidyaPeeth University(2009-

Diploma in Auto-cad & Solid Works

R.V.M CAD -Haryana- 2013

SKILL SETS & TRAINING

- **SAP Business One** (Sales - A/R, Purchasing - A/P, Inventory Management) by Rusiya Group W.L.L.
- Worked on (**Acro Bis**) Sales Management by Jubilant trading and contracting.
- Worked on U.S Based Company Dashboard by Stealth mode Pvt.Ltd
<http://wbpromotion.com/>
- Microsoft Office – Creating Word documents, Excel sheets) PDF & Internet. Basic technical knowledge of Computers

EXPEREINCE

Jubilant trading and contracting, Doha-Qatar
Sales Coordinator – Project & Wholesale Dept.
Procurement Coordinator.

Jan 2013 –Aug 2015

Projects & Wholesale Dept:

- Preparing Sales Quotation, Receiving Daily Schedule & Orders from Clients.
- Converting it into Sales Orders, Getting the Sales Orders Approved by Accounts Dept on Daily Basis.
- Issuing Delivery Notes, Invoices, Sales Return, Credit Notes. Receiving Material from Suppliers & Posting Goods Receipt Note in system,

- Raising Purchase request for zero stock Items & following up regularly with Suppliers for Delivery of the Ordered Items on Priority.
- Loading Material for Delivery & Dispatch, Daily tracking of Vehicles on GPS, Regular Interacting with Drivers knowing their Exact Location and Ensuring Timely Delivery of Material to Customers.
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Ensuring the adequacy of sales-related equipment or material.
- Responding to complaints from customers and give after-sales support when requested.
- Handling the processing of all orders with accuracy and timeliness.
- Informing clients of unforeseen delays or problems.
- Monitoring the team's progress, identify shortcomings and proposes improvements.
- Ensure adherence to laws and policies.
- Reviewing and processing orders from customers as well as liaising with customers and arranging delivery times.
- Coordinating with dispatch delivery process and loading or packing as required.

Relationship Manager –Stealth Mode Pvt.Ltd

Sept 2015 – Jan 2018

- Monitoring and forecasting upcoming levels of demand.
- Managing overall direction, coordination, and evaluation of procurement for the facility.
- Developing key relationships with business stakeholders and strategic supply partners to improve business
- Negotiations contracts with suppliers to obtain best price and service.

Sales Supervisor– Rusiya group W.I.1

Dec 2018 – Till Date

- Supervising oversee all the professional activities of store's floor salespeople, cashiers, shelf stockers, and other employees. And involve advising staff, providing regular performance reviews, training new staff members.
- Maintaining store's inventory. In the back of the store, this means ensuring that deliveries are made on time, that inventory counts are accurate, and always remaining adequately stocked without unnecessary waste.
- In addition to maintaining store's inventory, responsible for maintaining store's sales floor. This involves setting up new displays, ensuring that the store is clean and orderly, and making shelves are stocked.

- As one of the highest-ranking employees at a store, store regularly help customers, addressing customer's questions, concerns, and comments. Helping customers to find specific items, sorting out complex refunds, resolving complaints.
- To provide informed decisions keeping detailed records, including expenditure reports, sales figures, and employee performance. They will then use those records to help make smarter decisions in the future.
- Since often have to interact face - face with both happy and dissatisfied customers, experienced in customer service.
- Store and team of employees involves many different factors, I have excellent attention to detail. In order to adequately communicate with both employees and customers, I have strong communication skills.
- I am responsible for training, monitoring and disciplining a team of multiple staff members, I have proven management skills.

“I’m very Well-organized and responsible with an aptitude in problem-solving”

Strengths

Ability to work and deliver under pressure, Good Team Player with Leadership Skills, Ability to grasp new things easily, Optimistic view of life.

Personal Details

Father’s Name	:	Sh.Kunchandy Philip
Date of Birth	:	16 th January, 1991
Passport No.	:	X7112793
Marital status	:	Single
Sex	:	Male
Nationality	:	Indian
Language Known	:	Arabic, English, Hindi & Malayalam

Date:

Place: Qatar

(SAJAN KUNCHANDY)