

**YALUPPA MADHUKAR BENAKE**

Flat No.220, Uni estate Building,
Dubai Investments Park-1, Dubai.

MOB: +971-528081938

EMAIL:yaluppabenake@gmail.com

OBJECTIVES

To perform challenging, creative and innovative assignments with the application of professional knowledge and skills backed by hard work, diligence & determination towards the self development as well as organization's growth.

CORE COMPETENCIES

Excellent Communication	Quick learner
Problem solving skills	Multi tasking, Effective Coordination,
Adaptability	100% commitment to job and organization
Perseverance in getting things done/determination	Decision making abilities, Optimistic
High abilities to Handle Stress	Quality Assurance
Motivational and Supportive Abilities	Customer/Client Focus

Educational Qualifications & Technical Knowledge

B.E. (Mechanical Engineering) (2014) – University of Pune – 66.53%

Diploma in Mechanical Engineering (2010) – Maharashtra State Board of Technical Education – 80%

S.S.C – Maharashtra State Board – 83.38 %

WORK EXPERIENCE

Clean And Hygiene Centre LLC, Jabel Ali, Dubai-Sales Coordinator From February 2021 to Till Date.

Key Areas Handled:

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Responding to complaints from customers and give after sales support when requested.
- Handle the processing of all orders with accuracy and timeliness.
- Monitor the team's progress, identify short comings and propose improvements.
- Handling Calls emails and messages from customers.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide information to the finance department.
- Prepare sales quotations and follows up on to the customers.
- Working In SAP ERP as well as good knowledge of MS Office (Excel spreadsheets, word, PPT)

FASTECH LLC , DUBAI(DIP -1)-AQ ANALYST cum Data Entry From 2020 February to February 2021.

Key Areas Handled:

- Research and understanding mortgage statements.
- Comparing charges charged by the bank to the client as per the offer and norms.
- Balancing the statement and reconciliation of the mortgage statement
- Training new team members and preparing presentation to team and management.
- Attending the meeting and having direct interaction with onshore team based in UK

BEIRUT DÉCOR & GYPSUM, SHARJAH (UAE) – Supervisor cum Office Admin - June 2018 to February 2020.

Key Areas Handled:

- Maintain necessary documentation system for efficient and orderly storage and retrieval of documents/information. Maintain and update all necessary records, files and database.
- Ensure efficient and courteous answering of telephone calls/ emails/faxes and provide necessary information and guidance or route them to appropriate channels for accurate information.
- Organize and maintain the office filing system.
- Mail service management (in and out).
- Supervise on worker.

MAHADEVRAO WANDRE POLYTECHNIC, KOLHAPUR (INDIA) – Workshop Assistant - June 2014 to January 2018.

Key Areas Handled:

- Assemble parts according to drawings and procedures.
- Visual quality inspection.
- Planning and monitoring work within the workshop, supervising the Space Instrument makers.
- Control and set workshop behavioral standards.
- Supervising & Monitoring all workers.

AUXILIARY EXPERIENCE – CUSTOMER SERVICE REPRESENTATIVE

- Organizing the office layout and maintaining supplies of stationery and equipment.
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Maintaining accurate records of staff whereabouts including leave register and arrangements
- Distributing and recording all Petty Cash transactions and acquittals

PERSONAL DETIALS

Name: Yaluppa Benake

Phone Number: +971-528081938

Father's name: Mr. Madhukar Benake

E-mail: yaluppabenake@gmail.com

Mother's name: Mrs. Madhuri Benake

Passport No: P8743593

Date of Birth: 27.04.1991

Expiry Date: 19-03-2027

Marital status: Single

REFERENCES

Name	Designation	Name of the Company	Contact Details
Mr. Firas Madi	CEO	Beirut Décor & Gypsum, Sharjah.	+971-562922892

Mr. Yaluppa Benake

Place: DUBAI

Date: