

**VIVEK VIDYAKARAN**

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**STATEMENT OF INTENTION**

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I am hard working, confident individual with over 6 years of professional work experience in UAE. I have the ability to cope under pressure in today's fast paced work environment. I excel by listening to clients and coworkers in order to exceed my responsibilities in the most efficient way. I endeavor to secure a role in Sales & Purchase coordinator, wherein I can truly add value to an organization.

**WORK/EXPERIENCE HISTORY****Business Development Executive in Brandster Advertising LLC.**

**Duration (October1, 2019 to pursuing)**

**Main Responsibilities:**

- Responsible for meeting the sales targets of the organization through effective planning.
- Meeting the new target leads and converting them into customers.
- Ensuring that all inquiries are dealt with accurately, timely and professionally.
- Preparation of quotations, Mockup Art works solve all technical queries of customers.
- Preparing month-end sales reports for senior managers and also presenting them.
- Responsible for coordinating with the existing customers of the company.
- Solving the problem and queries of existing dealers and customers.
- Maintaining and updating customer databases.
- **Having client contacts with high-end hotels/chain of restaurants in the UAE**

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**Purchase cum Sales executive in Baron Emperor International Building Material Trading Company in Dubai****Sales Executive:**

**Duration (March 15, 2018 to Sep 30, 2019)**

- Responsible for coordinating with the existing customers of the company.
- Preparation of sales quotations, presentations and contracts.
- Make direct sales calls & quotation follow up on a daily basis.
- Updating customers about the change in product price and new product launch.
- Planning & Developing and appointing new business partners to expand product reach in the market and working in close interaction with the dealers and distributors to assist them to promote the product.
- Make direct sales calls on a daily basis.

**Purchase Executive:** Duration (August 02, 2014 to March 14, 2018)

**Responsibilities**

- Responsible in checking specification of requested Item and sending request for quotation to the suppliers.
- Selection of suppliers for issue of enquiries and Stock availability.

- Analyzing quotations and preparation of comparative statement.
- Making local purchase order and send to the suppliers.
- Expedite the purchase orders Follow-up of deliveries in due time.
- Follow-Up Warehouse for Supplier deliveries and Making Goods Receive Notes.
- Handling suppliers Evaluation Forms and documents asper the ISO standards.
- Maintenance of purchase records files and Safe Keep it audit Purposes.

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**SONY INDIA Private .Ltd. Duration (August 2013 to April 2014).**

**Designation: Product Promoter**

**Key Responsibilities:**

- The ability to provide customer service in several areas of our business has contributed to an increase of sales and revenues for the company.
- Conferred with clients by telephone, writing, and in person to answer questions regarding customer services.
- Create a team for doing business
- Maintain excellent rapport by updating the report to the coordinators.
- Reviewing the sales provided by the company before it forwarded to retail enhancement department
- Having Product knowledge for all the aspects of Sony products.

**EDUCATIONAL QUALIFICATIONS**

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| BCA | Hindustan College of Arts & Science, Coimbatore   | 2013 |
| HSC | R.S Puram Boys Higher Secondary School Coimbatore | 2010 |

**IT SKILLS**

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Working knowledge of MS Office Suite, Zoho books, Photoshop, Tally 9 and handling ERP.

**PERSONAL DETAILS**

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| Passport No.     | : L8186331                           |
| Date of Issue    | : 07/04/2014                         |
| Date of Expiring | : 06/04/2024                         |
| Visa             | : Employment visa up to Feb 2022     |
| Date of Birth    | : 05 March1990                       |
| Marital Status   | : Married                            |
| Sex              | : Male                               |
| Nationality      | : Indian                             |
| Languages        | : English, Malayalam, Tamil & Hindi. |
| <b>License</b>   | <b>: UAE Light Vehicle License.</b>  |