



**Mr. Bhavas KP**

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## **Marketing Executive/ Sales supervisor**

### **A BRIEF OVERVIEW**

- **Forward planning.**
  - **Operation management.**
  - **Budgeting & forecasting.**
  - **Implement planning.**
  - **Reporting & management.**
  - **Time management.**
- Broad skilled dynamic professional with 9 years of demonstrated success in production, office administration, business development, marketing and customer service.
  - Articulate, communicate effectively, strong interpersonal skills and work effectively with all levels in the organization.
  - Exceptional analytical & problem solving skills & able to provide information to all areas of the business whilst ensuring that all management information is accurate.
  - Strong Client Service Delivery through creation of accounts operational excellence model which encompasses performance management, quality compliance and clear goal setting.

### **PROFESSIONAL EXPERIENCE**

**AL WAHAJ EGGS TRADING LLC, SHARJAH**

**JANUARY 2019 TO PRESENT**



Al Wahaj Eggs Trading is the one of the leading fresh eggs trading organization within UAE. Established in 2009, Al Wahaj has been in the forefront of food trading across various provinces of UAE for over the last one decade.

### **BUSINESS DEVELOPMENT MANAGER**

#### **Key Deliverables**

- Developing growth strategies and plans.
- Identifying and mapping business strengths and customer needs.
- Managing and retaining relationships with existing clients.
- Increasing client base.
- Having an in-depth knowledge of business products and value proposition.
- Writing business proposals.
- Developing sales at ground market and listed markets.

- Attending meeting with the director board and assisting in creating new policies and plans to the Company objectives.
- Arrange meetings and conference, prepare meeting agendas and prepare reports.
- Handle calls from both internal and external sources, take notes of important messages.
- Preserve relationship with clients to understand their requirements.
- Handling legal documents for giving case against illegitimate.
- Prepare all project related billing to customers.
- Recommended, develop, and maintain solutions to problem of business.
- Prepare monthly reports
- Receive both indirect and direct material orders and process the paperwork.

#### **FAROOJ AL SHATEE FRESH CHICKEN AND EGG TRADING**

**NOVEMBER 2016 TO DECEMBER 2018**

The company Farooj al Shatee fresh chicken and eggs trading is the one of the best poultry company in UAE. The company is supplying products to various parts of UAE.

#### **BUSINESS DEVELOPMENT MANAGER**

##### **Key Deliverables**

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services and maintenance of other activities
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments



## **FAROOJ AL BAWADI POULTRY PRODUCTION, FUJAIRAH SEPTEMBER 2016**

**JANUARY 2011 TO**

- ❖ Farooj Al bawadi poultry is one of the major fresh chicken production company in UAE. They are known to be the pioneers in innovative and progressive fresh chicken production and the products are 100% halal and hygienically packed in state of the art facilities that are away from urban areas, polluted air and water

### **❖ PRODUCTION AND MARKETING MANAGER**

#### **Key Deliverables**

- Estimating, negotiating and agreeing budgets and timescales with clients and managers
- Planning and organizing production schedules.
- Assessing project and resource requirements.
- Ensuring that health and safety regulations are met.
- Determining quality control standards.
- Overseeing production processes.
- Selecting Ordering and Purchase of Materials
- Liaising with buyers and marketing and sales staff
- Organizing relevant training sessions
- Supervising work of junior staff
- Answering telephone calls and provides routine information to customers.

#### **SKILLS**

- Well versed with Microsoft word, excel and power point.
- Good interpersonal and communication skill.
- Diploma in financial accounting
- Diploma in hardware
- Fluency in Arabic language

#### **Bachelor of commerce (B.com)**

**2007-2010**

- Calicut University

#### **PERSONAL PROFILE**

- Address: Sharjah, Uae
- Date of Birth: 20th May 1987
- Passport: Indian passport holder T1258658
- Driving License: **UAE**
- Languages: **Arabic, English, Hindi, Malayalam.**

- Visa status: Work Visa