



# Arun Gopakumar

## BUSINESS DEVELOPMENT MANAGER

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## SUMMARY

Efficient and responsible project coordinator with 12+ years experience in MEP, Medical and Electronics field with proficiency in MS Office.

## SKILLS

- Excellent coordination and management skills
- Good communication and inter-personal skills
- Proficiency in multiple languages
- Team-player, multi-tasker and quick learner
- Computer proficiency

## WORK EXPERIENCE

### Business Development Manager, Shaiks Multiservices

Dubai, UAE - Jan -2019 to till date

*Well established Packaging Company in the UAE*

#### Responsibilities:

- Support field sales team with quotation preparations and submission
- Tracking sales orders to ensure that they are scheduled and managing outbound

### Project Coordinator, Sutton International LLC

Dubai, UAE - 2016-2018

*Well established MEP Commissioning Management Company in the UAE*

#### Responsibilities:

- Support field sales team with quotation preparations and submissions
- Tracking sales orders to ensure that they are scheduled and managing outbound deliveries
- Documenting and following up on important actions and decisions from meetings.
- Create a project management calendar for fulfilling each goal and objective.

### Sales Manager, Nandilath G-Mart

Kerala, India— 2012-2015

*Top notch home appliances retailer in South India*

#### Responsibilities:

- Work closely with professional services team to demonstrate products to potential clients.
- Implement a regional (central Kerala) business development program and visit potential clients.
- Gain and maintain in-depth knowledge of products, technologies, competition and market trends.

### Sales Manager, Wockhardt Limited

Kerala, India - 2008-2012

*Multi-national pharmaceutical and biotechnology company*

#### Responsibilities:

- Penetration of new accounts within geographic territory
- Develop consultative relationships with new and existing account base to actively manage their medical practices
- Attain monthly, quarterly and annual sales quota
- Travel as necessary within specific sales territory to optimize product exposure

### Senior Sales Executive, Comed Chemicals

Kerala, India- 2003-2008

*Well-known pharmaceutical manufacturing company in India*

#### Responsibilities:

- Organising appointments and meetings with doctors, chemists and stockist.
- Organise conferences for doctors and other medical staff.
- Setting sales targets for individual representatives and team as a whole.



## EDUCATION

### **Bachelor of Science – Physics**

Bharathidasan University - 1999-2002

### **Higher Diploma in Software Engineering**

Aptech Computers - 1999-2002