

CURRICULUM VITAE

ARUN CHANDRAN

Dubai, UAE

Mob: 0581152722

Email Id: arun4manu@gmail.com



Profile Summary:

An astute result oriented professional with **More Than 7years experience as Export Coordinator**. A Professional possessing excellent technical knowledge. Interested to work in a challenging environment that builds up confidence and invokes my creativity to gain leadership qualities in order to contribute my best efforts towards the growth and welfare of the organization.

Professional Experience:

Al Habtoor Motors (Dubai, UAE) 2011- 2019 .

Work Profile as Export- logistics Administrator Spare Parts

- Expertise in handling business development activities, identifying and developing new markets and achieving targets.
- Expertise in market fore casting, quickly to identify and formulate strategies to explore business opportunities leading to revenue growth.
- Proficient in handling sales of finished local purchase activities and implementing cost reduction measures.
- Skilled in analyzing the current business processes, designing and developing an effective business plan for parts operation.
- Follow up of quotation and negotiating with clients for order confirmations.
- Processing order's as per client's requirement.
- Arranging for delivery by coordinating with concerned warehouse personals.
- Informing customer's regarding order delivery and pickup times.
- Making commercial invoice and packing list.
- Registering loss of sale and ordering the AMD parts from japan.
- Requesting special price for maximum order confirmation.
- Follow up of payments from clients so as to avoid delay in order delivery.
- Providing bank details and payment modes as company standards.
- Currently working on company systems kerridge KCML CLIENT
- Provide part numbers from the Parts Catalog System (CAPS) using vehicles VIN to sales administrators and customers.

AREAS OF EXPERTISE

- Charting out plans policies for sales and marketing of automobile components, reaching out to unexplored market segments/ customer groups for business expansion.
- Gathering market intelligence, tracking competitor's activities and providing valuable inputs for fine tuning sales and marketing strategies.
- Monitoring functions like purchase, receipt, inspection, storage, inventory and distribution of stock and commodities to branches and dealers.

- Involved in ensuring maximum customer satisfaction by providing pre/post technical service assistance.
- Providing logistics, warehouse and service support.
- Providing after sales service support on onward shipments planning for customers by attaining best freight rates, economical shipment route, identifying C&F agents, managing export documentation etc.

Academic credentials and Trainings

- Bachelors in business management from Bharathiar University, Coimbatore.
- Certificate of training on CRM MODULE- customer inquiry management
- Certificate of training on Tele marketing from Skill Maker, Dubai-UAE.

Technical Skills:

- **Visual Basic**
- Advanced knowledge in **MS Office**.
- Well awareness about vehicles **spare parts** and shipping terms.

Personal Strengths:

- Strong determination to succeed
- Quick learner and hardworking
- Work independently and as part of a team
- Flexible and adapt quickly to new working environments

Personal profile

Date of birth	: 8-4-1989
Nationality	: Indian
Marital status	: Single
Visa status	: Visit visa
Driving license	: United Arab Emirates
Language Known	: English, Hindi, Tamil & Malayalam

Declaration:

I do here by declare that the above furnished details are true to the best of my knowledge And belief.

ARUNCHANDRAN