

JITHIN JOSE PUNAMADAM

Sales & Procurement Professional



ABOUT ME

A highly professional, dynamic, impeccably presented sales and procurement professional with over 6 years of experience in the International market. Experienced in working in a fast paced environment with willingness to participate in challenging projects

WORK EXPERIENCE

Sales & Procurement Executive

Delta Alfurat Project Systems / Al Khobar & Manama / Aug 2018 - Oct 2021

- Triggering new sales opportunities and perform other job related duties assigned by the sales manager
- Negotiate contract terms and conditions, to meet both client and company needs, thereby leading order handling, execution to achieve financial KPIs (Revenue, Profitability).
- Prepare and deliver presentations explaining products/services to customers and prospective customers. Prepare and present weekly, monthly sales report to the management.
- Confer with customers to assess/determine their needs and thereby instill strategic commercial/pricing methodology in providing proposals to optimize account margin and provide technical submittals. Reviewing all deliverables (i.e. technical/project specifications, shop drawings, etc.) to ensure quality standards and customer expectations are met
- Maintain an in-depth knowledge about the current trends in the market, competitors and new govt. policies & procedure
- Creating demands via marketing activities and increasing sales volume with gross margin.
- Liaise with sales team for designing & implementing standard terms, conditions related to all purchasing activity, thereby execute/initiate purchase orders based on approved purchase requisitions.
- Oversee the entire procurement process and ensure best quality materials are purchased by also ensuring orders are placed, delivered within the specified date and time.
- Being the key account executive by making timely visits to the clients, closely monitor and supervise payments, outstanding payments, delivery of materials, following up with suppliers/manufacturers, thus facilitating excellent and credible working relationship with the clients and suppliers/manufacturers.
- Ensure database of prospects is well maintained and updated and analyzing and summarizing sales information with respect to ongoing projects within in the Kingdom.

CONTACTS

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Email:

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Address:

DUBAI , United Arab Emirates

SKILLS

Microsoft Office
Managerial & Organizing
Negotiation & Conflict
Resolution
Vendor & Salesforce
Management
Customer Needs Analysis
Interpersonal

DRIVING LICENSE

Driving license

901236462 (Kingdom of
Bahrain)

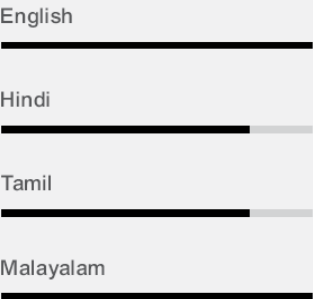
PERSONAL
DETAILS

Date of birth
29 Dec 1990

Nationality
Indian

Marital status
Married

LANGUAGES



Sales Consultant

Bahrain Financing Company / Manama, Bahrain / Sep 2016 - Aug 2018

- Meet customers in and out to drive product/service sales with excellent customer service thereby achieving the targets.
- Managing the operations of the branch and acting as the compliance coordinator, fully complaint to AML policies and procedures set by the Central Bank of Bahrain
- Maintaining adequate float stock with no surplus or shortfall.
- Promptly and efficiently responding to customer's enquiries/instructions and thereby seeing successful completion of queries.
- Prepare and present monthly sales report to the Branch Manager, Zonal Sales Manager and General Manager and ensure that the sales and revenue targets are achieved in accordance with company business plan.

Territory Sales Executive

KKR Group of Companies (Nirapara) / Ktym, Kerala / Mar 2015 - Mar 2016

- Being the key point of contact in B-to-B market in developing successful distribution channel, along with responsibilities of understanding the market, planning on the expansion thus ensuring primary and secondary sales
- Preparation of monthly beat plans, help in inventory and supply chain.
- Responsible and accountable for supervising the sales team of the distributors, ensuring the correct service levels, also distribution and display of company products to an agreed customer base
- Responsible and accountable for ordering the adequate volume of products for various outlets
- Ensuring all sales routes under supervision has up to date route plans and responsible for the achievement of distribution targets under the supervision
- Preparation of daily and monthly sales reports, considering various parameters, and handing over the same to head office

EDUCATION

MBA
DC School of Management & Technology
2015
Master of Business Administration in
Marketing Management

Bachelor of Arts
Madras Christian College
2012
Bachelor of Arts in English Language &
Literature

PASSPORT DETAILS

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