

DILEEP KOVVAL

PURCHASE OFFICER / SALES EXECUTIVE / COORDINATOR

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D.O.B: 25th April 1979

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Nationality: Indian. State: Kerala

Visa status: visit, valid until NOV.7TH, 2020

License : U.A.E driving license



CAREER OBJECTIVE

To obtain a senior position (procurement / material management/ logistics /Sales) in a stable company that will utilize my high potential of having worked a reputed local companies in UAE, have 11+ years of work experience. Knowledge of implementing & working on procurement software & modules.

Key Skills &competencies :

- Comprehensive understanding of procurement legal frameworks and contract law.
- International procurement experience.
- Ability to provide robust analysis of statistical data.
- Strong commercial negotiation skills with an ability to influence others.
- Ability to work and operate in a team environment.
- Proficient in the use of Microsoft word, excel, Visac ,SAP & outlook
- Ability to lead cross-functional teams to a successful outcome.
- Solid leader and strategy planner in searching new products supply channels.
- Resourceful, well organized, dependable, efficient and detailed oriented.
- Good reasoning abilities and sound judgment.

Professional Experience

2020 June - Upto date - Aref Building cleaning Services, (Manpower supply) Sharjah, UAE

Marketing Executive

- To generate sales leads for skilled and unskilled manpower through existing and potential clients
- Proactively establish and maintain effective working team relationships with all support departments.
- Demonstrated ability to prioritize multiple projects simultaneously and exercise confidentiality.
- Send enquires, make cold calls, prepare proposals, estimate business volume, negotiate, and co-ordinate with finance and operations department to kick start the process
- Collection of cheque's and follow-up for the payment etc.
- Dealing with Vendors / Suppliers, Labor handling activities
- Responsibility for Manpower, Budgeting, Marketing & Business Development.
- Handle the daily operations of the marketing function.

2020 Jan - 2020 April Al Mas Metal Contracting LLC(Electro plating services) Ajman, UAE

Sales Executive

- Organizing sales visits and relationship building
- Presenting the service favorably and in a structured professional way face to face.
- Listing to customer requirement and presenting to make a sales quotation.
- Maintaining accurate records.
- Negotiating on price, costs, delivery & specifications with buyers & Managers

2012 August – 2019 August 30th- Powermax Electricals Co. LLc (A member of TGI Group Europe) Sharjah, UAE) Distributor of Delta Cable management system

Purchase Officer / Int. Buyer

- Assistance in identifying right quality, quantity purchase at right price and right time.
- Preparing comparison sheet of the quotation received reflecting the technical and commercial conditions and submitting these reports to the Managements approval and issuing a purchase order against the approved quotation.
- Discussing with the suppliers the technical specifications and finalizing the prices to meet the budgeting and cost control department.
- Preparing order request, coordinating with the inventory controller and sales director to maintain the minimum inventory of all items.
- Managing & monitoring import shipment if any EX-work basis price from suppliers. Handle the legalization aspects with the Freight Forwarder agency and provide all necessary documents for clearance of the goods which reached at Port.
- Make the follow-up of the deliveries to Logistic dept. once ordered material reach from port to warehouse.
- Obtaining quotes from manufactures and providing selling price to the Sales Director after adding freight charges, custom duty, clearing, bank, other charges and profit margin.
- Finding new product sources from Internet and obtaining quotations if needed.
- Following the supplier-s payments to avoid any disturbance that might effect on the work progress.
- Maintaining updated

2010 – 2012 (Aug – July) Powermax Electricals Co. LLC (A member of TGI Group Europe) Sharjah, UAE) Distributor of cable management system

Sales & Coordination

- Maintaining & developing relationships with existing customer in person & via telephone calls & emails.
- Negotiating on price, costs, delivery & specifications with buyers & Managers
- To follow-up on status of sales orders
- To handle correspondence relating to customers
- To attend and solve problems arising from sales orders
- Process / Co-ordinate sales order with operations department to meet delivery schedules of customer

2008 – 2010 (June - July) Transdelta International Industries. Sharjah- U.A.E **Manufacture of cable support system**(A Member of TGI Group, Europe)

Store In charge

- Orderly storage of stock for easy accessibility and delivery
- Time to time update of the stock maintained.
- Maintain minimum order quality level as much as possible
- Delivery of the materials to be scheduled for each Driver

2006–2008 (May – May) AL Habtoor Specon **Dubai- U.A.E**
(MEP Division)

Administrative Asst.

- Maintain confidential records and files
- Maintain records of decisions
- Arrange for payment of honorariums
- Research and assist with the preparation of motions, policies and procedures
- Review and edit reports to the Board
- Prepare correspondence for Board members
- Prepare documents and reports on the computer
- Managed payroll function for 40 staff employees

2004-2006(Mar – April)WhiteSand Garments & Trading **Alain– U.A.E**

Accounts Asst.

- Registers supplier invoices in the accounting system
- Prepares and follows-up on the accounting entries
- Prepared annual company accounts and reports

EDUCATIONAL QUALIFICATION

- ♦ **Bachelor of Commerce (B.com)** Calicut University (courses completes in April 2001).
- ♦ **XIIth**, (PDC) **Calicut University** (course completes in April 1998)
- ♦ **Xth**(SSLC) **Board of Secondary Examination** (course completes in March 1996)

CERTIFICATION COURSE



- ONE YEAR DIPLOMA course in Computer HARDWARE from **ALGORTHIA DIGITAL SCIENCES**, KERALA, INDIA. Course period: 1999-2000
- Completed Successfully the requirements to be recognized as a MICROSOFT CERTIFIED PROFESSIONAL (MCP ID# 3007369, Certified since 2003)

Valid UAE Driving License (light Duty)

Date of issue

:07/05/2013

Date of expiry

:07/05/2023

Place of Issue

:Dubai

PERSONAL INFORMATION

- ◆ Marital Status : Married
- ◆ Languages known : English, Hindi and Malayalam
- ◆ Passport Number : P 8056897
- ◆ Date of Issue : 03-April 2017
- ◆ Date of Expiry : 02-April 2027
- ◆ Place of issue : Kozhikode, India

Declaration: -

I here by declare that the foregoing information is correct and complete to the best of my knowledge and belief that I am in possession of the documents in proof of.

Place: - Sharjah

yours faithfully,
Dileep.k
