



Murali Nambiar

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Email : mnambiar310@gmail.com

Sales/ Administration/Supervision/Marketing

Profile :

Senior Administrative & Marketing professional with two decades of proven work experience in administration, Trading, Manufacturing & Service Industries with proven record of success in achieving set results. Expertise in Administration, Sales, Marketing, Business Development, Building strategies, customer service, client relationship & Team management.

Personality :

Highly motivated & dedicated team player, possess excellent problem solving, analytical, leadership, presentations, client convincing, follow up, negotiation, communication, interpersonal, supervision and management skills.

ACHIEVEMENTS :

- Developed business to make the division a successful profit centre for employers.
- Opening and developing accounts, planning own time and daily routines.
- Introduce company and its prospective to reputed organizations and establishes direct contact with key accounts in the region for continuous business growth.
- Established and developed core range of product in all accounts.

- Delivered the right product to customers, accurately and on time, understanding their specific requirements and providing them with technical assistance for product and production improvements.
- Handled sales and marketing of Office Furniture & Interior Fit-outs, Contract floorings, Wooden flooring, Carpet flooring, Furniture & Building materials.
- Identified new markets and introduced new products to the UAE market place.
- Managed new responsibilities for marketing new products, brands, manufacturers.
- Delivered end user training solutions that met the needs of the customers business and their staff.
- Supervised logistics and project management and coordination in huge project execution involving civil works with large group of manpower.
- Developed commercial partnerships and solid business relationships, by maintaining a contact strategy that ensured good customer follow up.
- Liaise with suppliers, clients, architects & contractors for smooth project execution.
- Strong sales presentation skills, with ability to clearly communicate benefits and values.

Major commercial products promoted and marketed :

Vinyl flooring, Wooden/Parquet flooring, Synthetic Sports flooring, Rubber Flooring, Raised Access flooring, Carpet flooring,.

Training

- Vinyl flooring, Sports flooring, Raised Access flooring and Carpet flooring product training @ Armstrong, Germany.

Professional Experience

Business Development Manager - August 2016 - March 2018
Keynes Const. & Interior LLC
Dubai

Sales Manager - May 2012 – February 2016
Doha Floors, Doha, Qatar

Sales Manager 2010 - 2011
Abu Sharkh Gen. Maintenance & Interiors, Dubai, UAE

Sales Administrator/BDE 2002 - 2010
Flooring Division, Al Reyami Group Dubai, UAE. Support and assist sales team for execution, office co-ordination, projects supervision, warehouse management, procurement of materials and site management.
Supervised logistics and project management and co-ordination of huge project execution.

Administrative Executive 1992-2002
Looking after the whole public relation, secretarial and administrative affairs of department of cardiac surgery & clinical director's office.

B.M. Birla Heart Research Centre, Kolkata, India
One of the leading & prestigious Heart hospital in the country performing 4-5 major heart surgeries and 20-25 cardiac catheterizations in day to day basis.

Education :

Bachelor of Arts (Economics)

Technical Qualification:

Knowledge of computer (MS Word, Excel, Word Processing, Power-point & Internet applications).

Interests /Pastimes : Music, Sports, family.

Personal Details :

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| Full Name | : | M.O. Muralidharan |
| Date of Birth | : | 25 th May 1967 |
| Marital Status | : | Married, 2 children |
| Gender | : | Male |
| Languages | : | English, Hindi, Bengali & Malayalam |
| Driving License | : | LMV Valid Dubai & Qatar Licences. |
| Present address | : | "Prarthana", Green Villa Road, Manal, P.O. Alavil - 670 008 Dt. Kannur, Kerala State |
| Email | : | mnambiar310@gmail.com |
| Salary Expected | : | Negotiable. |