

# DILEEP KOVVAL

SALES /PURCHASE / COORDINATION

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[94163a54/](https://www.linkedin.com/in/dileep-kovval-94163a54/) Nationality: Indian

State:Kerala

Visa status: Dependent Visa with NOC, valid until 10-4-2025



## CAREER OBJECTIVE

To obtain a senior position 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, Sales, 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

May- 2023 to Sept 2023 Mycon Marketing Management LLC

Direct Sales Associate for Standard Chartered Bank

#### Relationship officer

- Contacting potential customers to inform them about the banking products for Credit Card
- Update customer's information in the database.
- Creates new customers and convince them to do business with the Bank.
- Generating Leads through social platform, own database.
- Cold Calling, visiting customer place if required
- Setting Monthly target after submission.

2020 Oct – 2023 until dated MAX STAR FACILITY MANGEMENT LLC, DUBAI, UAE

#### Sales & Operations Coordinator

- Setting personal monthly targets to achieve and creating plans to take actions.
- Manage inbound and outbound calls including some late hours, as and when required.
- Make Sales Calls, send Company profiles, Agreement, follow up, close the deal.
- Set up appointments with BDM or Sales Manager, if appropriate.
- Identify customers' needs, take details and forward to the right person for taking actions.
- Comfort the client and seize opportunities to upsell other services when they arise.
- Build sustainable relationships and engage customers by taking the extra miles
- Conduct market research to identify selling possibilities and evaluate customers' needs.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Acquiring new clients and managing existing customer relations.
- Negotiate/close deals and handle complaints or objections.
- Assisting Sales Manager and the Operations Team to reach the monthly revenue

**2012 August– 2019 August 30<sup>th</sup>- PowermaxElectricals Co. LLc (A member of TGI Group Europe)Sharjah, UAE) Distributor of Delta Cablemanagement system**  
**Purchase/Procurement Officer (International 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 Management's 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 F
- 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).
- ♦ XII<sup>th</sup>, (PDC) Calicut University (course completes in April 1998)
- ♦ X<sup>th</sup>(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**

- ♦ Date of Birth : 25-04-1979
- ♦ Nationality : Indian
- ♦ 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

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