

CURRICULUM VITAE

SAJAN SUNDER

Dubai Investment Park, Dubai

United Arab Emirates.

Mobile: +971 542383325

Email: sajan325@gmail.com

OBJECTIVE

Goal oriented professional seeking roles in Administrative Assistance, Executive Secretary, Customer Support, and Sales, leveraging strong organizational skills and proven ability to contribute to efficient office operations and customer satisfaction.

PROFESSIONAL EXPERIENCE

- Partnered with Audiophyle Kannur, Kerala, India.
Sale and installation of all kinds of vehicle accessories, home audio/video equipment.
(February 2020 to present)
- Executive Secretary at Alpha Advertising Centre, Doha, Qatar.
(February 2018 to January 2020)
- Project Secretary at Riyadh Villas Contracting Est., Riyadh, Saudi Arabia.
(September 2015 to October 2017)
- Billing Clerk/ Procurement Assistant at ABC Sales corporation, Kannur, India.
(March 2014 to December 2014)
- Audit Assistant (Part time) at Suresh & Saju Chartered Accountants, Kannur, India.
(May 2011 to March 2013)

DUTIES AND RESPONSIBILITIES

- **Managing Partner at Audiophyle, Kannur, Kerala, India**
(February 2020 to February 2024)
 - Develop and implement strategic sales plans to achieve company sales targets and objectives, aligning with overall business goals and market trends.
 - Build and nurture strong relationships with clients.
 - Manage the entire sales process from lead generation to deal closure, including negotiation and post-sale follow-up to ensure customer satisfaction.
 - Highlighting key achievements, challenges, and opportunities for improvement
 - Stay up to date on industry trends, competitor activity, and product developments to remain competitive and effectively position offerings in the market.
 - Developed and mentored junior sales team members, leading to their professional growth and improved performance.
 - Proactively identified and addressed challenges in the sales process, developing creative solutions to overcome obstacles and drive results.
 - Committed to delivering exceptional customer service throughout the sales cycle, ensuring high levels of satisfaction and long-term loyalty.
- **Executive Secretary / Administration at Alpha Advertising Centre, Doha, Qatar**
(February 2018 to January 2020)
 - Managed the executive's calendar, scheduling meetings, appointments, and travel arrangements efficiently.
 - Prepared meeting agendas, attended meetings, and recorded and distributed minutes to relevant stakeholders.
 - Coordinated communication between executives, employees, clients, and external partners, ensuring timely and accurate dissemination of information.
 - Organized and maintained electronic and paper files, ensuring easy access and retrieval of important documents.
 - Drafted and edited correspondence, reports, presentations, and other documents on behalf of executives.

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- Conducted research and compiled data to support executive decision-making processes.
 - Monitored and managed office supplies, inventory, and equipment, ensuring efficient office operations.
 - Handled sensitive and confidential information with discretion and professionalism.
 - Assisted with special projects and events as needed, providing administrative support and coordination.
 - Responded promptly to client inquiries, ensuring effective communication and satisfaction.
 - Managed vendor setup requests, providing unique transaction codes for streamlined transactions.
 - Coordinated credit application processes, working with managers for efficient approvals.
 - Orchestrated purchase order workflows, collaborating with sales managers and vendors.
 - Ensured strict adherence to organizational policies, rules, and regulations.
 - Conducted comprehensive training sessions to enhance team skills.
 - Proactively engaged with the Finance department and clients for timely receivables follow-ups.
- **Administrative / Project Secretary at Riyadh Villas Contracting Est., Riyadh, Saudi Arabia**
(September 2015 to October 2017)
 - Coordinated scheduling and logistics for project meetings, site visits, and inspections, ensuring adherence to project timelines.
 - Assisted in the preparation and formatting of project proposals, bids, and contracts, ensuring compliance with client specifications and company standards.
 - Managed project documentation and records, including contracts, change orders, and progress reports, utilizing document management systems to ensure accuracy and accessibility for project stakeholders.
 - Facilitated communication between project teams, subcontractors, suppliers, and vendors, managing correspondence and information dissemination to support project objectives.
 - Procured quotes, negotiated pricing, and coordinated deliveries with subcontractors, suppliers, and vendors, optimizing project resources and timelines.
 - Generated and distributed meeting agendas, recorded meeting minutes, and tracked action items, promoting effective communication and collaboration among project teams.
 - Monitored project budgets and expenses, maintaining accurate records and reporting variances to project managers for budget management and decision-making.
 - Assisted in the preparation and submission of project invoices, ensuring accuracy and compliance with client billing requirements.
 - Provided administrative support to project teams, including data entry, file management, and correspondence tracking, to facilitate efficient project operations.
 - **Billing Clerk / Procurement Assistant at ABC Sales corporation, Kannur, India**
(March 2014 to December 2014)
 - Perform meticulous data entry to input billing information into the system, ensuring precision and compliance.
 - Maintain up to date and organized records of billing transactions, facilitating easy retrieval and analysis.
 - Efficiently generate and process accurate invoices for products/services rendered.
 - Assist in the preparation of financial reports related to billing activities, ensuring transparency and compliance with accounting standards.
 - Efficiently generate and process purchase orders in compliance with policies.
 - Communicate with suppliers for quotes, negotiations, and issue resolution.
 - Maintain positive vendor relationships.
 - Manage procurement files and records.
 - Ensure adherence to laws, regulations, and policies.
 - Collaborate with cross-functional teams to streamline procurement processes.
 - **Audit Assistant at Suresh & Saju Chartered Accountants, Kannur, India**
(May 2011 to March 2013)
 - Preparing invoices and voucher, filling, typing, posting and general journal entries as well as balancing all records relating to accounts receivables and accounts payable
 - Conducted financial audits and identified discrepancies.

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KEY SKILLS

- Lead generation strategies.
- CRM management.
- Market research.
- Social media marketing.
- Priority determination.
- Time management.
- Excellent communication and interpersonal skills.
- Responsibility management.
- Calmness under pressure.
- Organizational coordination.
- Adaptability.
- Analytical and problem solving skill.
- Proficient in Microsoft Office applications.

ACADEMIC PROFILE

Bachelor of Commerce - Kannur University (2010-2013)
Higher Secondary (XII) in Commerce - CBSE (2010)

COMPUTER SKILL

- **Certificate in Primavera and Microsoft Project (2014)**
- **Certificate in E-Accountant**- Tally, Peachtree, Excel, Quick Books (2013)
- Good knowledge in MS Office applications

LANGUAGE PROFICIENCY

English	: Read, Write & Speak
Malayalam	: Read, Write & Speak
Hindi	: Read, Write & Speak
Tamil	: Speak

DECLARATION

I am confident in my ability to contribute positively to your organization. I hereby declare that the information provided above is true to the best of my knowledge.

SAJAN SUNDER