****

# CONTACT

Dubai, UAE

**+971 52 605 5819**

**+971 58 306 1512**

Email: Vajradhar14@gmail.com

Nationality: Indian

# EDUCATION

**Bachelor of Technology** (Civil Engineering),

07/2018 – 04/2021.

Dhanekula Engineering College – Vijayawada, India.

**Diploma**: **Civil Engineering**,

 06/2015 – 04/2018.Vikas Engineering College – Vijayawada, India.

# SKILLS

* Sales Techniques
* Customer Service
* Team Collaboration
* Client & Subcontract Management.
* Contract Administration.
* Cost-benefit analysis.
* Change management.
* Procurement and Negotiations.
* Cost management.
* Productivity Reports analysis.

Cost Controlling

**K S V S VAJRADHAR**

## SALES REPRESENTATIVE

Enthusiastic and motivated individual with a strong interest in sales and customer service. Eager to leverage entry-level experience and a passion for building relationships to contribute to the success of Company as a Sales Representative. Engage prospective customers via phone, chat, email, and text message to discuss company products. Recommend solutions based on customer needs. Work with team to achieve monthly and quarterly goals.

## PROFESSIONAL SUMMARY

Delivered outstanding customer service by understanding customer needs and providing tailored product recommendations. Developed strong interpersonal skills and a deep understanding of consumer behavior through daily interactions with customers.Site Execution Engineer with experience in project planning and implementation, cost control and analysis, Contract management, and preparation of contract documents.

## WORK HISTORY

**Customer support sales associate 08/2023.**

**Tech Mahindra Pvt Ltd – Hyderabad, India.**

* Delivered outstanding customer service by understanding customer needs and providing tailored product recommendations.
* Achieved and exceeded sales goals through effective upselling and cross-selling techniques.
* Developed strong interpersonal skills and a deep understanding of consumer behavior through daily interactions with customers.
* Understanding Customers query and giving best resolution to the customer.
* Resolved the problems of the customers by explaining the customer about the product.
* Proficient in lead generation, prospecting, and closing sales.
* Resolving the queries of customer and maintaining records of customers.

**Site Operations and Quantity Engineer 07/2022.**

**Soma Constructions Pvt Ltd – Adilabad, India.**

* Analyzed commercial progress of projects, regularly reporting findings to senior management team.
* Monitored, tracked, analyzed planned and actual costs throughout development of projects to effectively manage allocated budgets.

### LANGUAGES

**English -** Fluent

**Hindi -** Fluent

**Telugu -** Native

### PERSONAL DETAILS

Date of Birth: 17th Jan 2000 Marital Status: Un-Married Address: Dubai.

### STRENGTHS

* Teamwork
* Effective Communication
* Confident & Punctual
* Hardworking & Self-motivated.
* The continuous process of learning & etc.,

**Junior Engineer (Quality and Quantity). 05/2021.**

**Adilabad Expressway Pvt Ltd – Adilabad, India.**

* Responsibilities were to take off quantities, costing of project, prepare RFI, submission of Variations and tenders.
* Prepared preliminary project cost estimations at conceptual stage to guide decision-making.
* Liaised with clients to determine scope of work and requirements, providing cost estimates and quotation details.
* Organized bid and contract reviews and flagged changes to contractual documents for action.
* Detailed quantity take-off and costing of various activities.
* Review of tender packages, conditions of contracts, and floating of inquiries.
* Preparation of RFI and response to PTC Successful submission of tenders as per tender invitations.
* Managed client relationships and requirements at contractual level.
* Attended development, pre-start and subcontract meetings.
* Gathered preliminaries and tender analyses to produce tender report.
* Complied to all main contract and subcontract processes.

**PROJECTS HANDLED**

* Re-Construction of a Damaged Service Roads, Adilabad (India) – 8KM.
* Construction of Cement Concrete bed about – 500M.
* Maintenance of Main carriage Way – 50KM.
* Retail Units, Parking Zones for Multistoried buildings.
* Maintenance of Service roads.
* Construction of an Earthen Dam – Casing, Hearting and Homogenous Beds.
* Maintenance of Upstream and Downstream sides of dam.
* Marking the levels and maintaining proper level of each layer in Service roads and Earthen Dam.

**DECLARATION:**

 I hereby declare that the above furnished information is true to the best of my knowledge and I will abide by the rules of the organization, as if I am selected.