

Resume

PRAKASH RENSON D'SOUZA

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An astute professional with passion to be working in a team where I can learn and seek growth in my career along-with continual improvements.

Summary

- Currently working as Sales Executive in Intercare for Floorcare Cleaning machineries, Chemicals and cleaning Accessories.
- 10 years of experience in Procurement in leading electrical panel boards & also Power Cables manufacturing Industry for production planning and Logistics
- Experience in the field of planning, controlling and supervising the activities in purchase & logistics department
- Strong communication skill and ability to work across functions, both with blue- & white-collar staff.
- Passion for learning new things and to involve in improvement activities.
- Quick to adapt, eloquent, self-motivated and understands team dynamics.

KEY COMPETENCIES:

[Procurement](#) [Inventory Management](#) [Material Management](#) [Contract Management](#) [Negotiation](#)
[Vendor & Suppliers Management](#) [Documentation](#) [Budgeting](#) [Sales & Marketing](#)
[Client Relations & Communication](#) [Team Training, Mentorship & Management](#) [Oracle](#) [SAP](#)

WORK EXPERIENCE:

Company: Intercare Ltd, Sharjah, UAE. (May 2019 until date)

Designation: Sales Executive

Job Responsibilities:

- Successfully handling key accounts of customers and attaining 80% of sales target
- Formulate and implement sales and marketing strategies to qualify for market trends, competitors, and customers
- Execute competent strategies for boosting business with a view to penetrate new accounts and expand existing ones for meeting pre-determined business sales objectives and targets.

- Execute Demonstration and training for cleaning machines for existing and new customers
- Following up outstanding payments from customer.
- Handling customer complaints and problems and also reviewing claims for rejected materials & arranging replacement from suppliers.
- Arranging deliveries for customer's in terms of urgent requirements.
- Making daily reports for every customer visit.
- Making customer analysis report with previous sales orders and following up for new requirements from customer.
- Reach out to customer leads through cold calling

WORK EXPERIENCE:

Company: Alfanar Electrical Systems LLC, Dubai, UAE.

(October 2008 –December 2018)

Designation: Purchase & Logistics Officer

Job Responsibilities:

- Obtaining quotes from suppliers and performing cost analysis
- Analyzing suppliers based on the Quality of goods, price, delivery and contract terms
- Negotiate with suppliers based on lead time, price, payment terms & Quality of goods
- Processing purchase orders for local & international Suppliers
- Creating Item Codes and Description and Numbering in system with Catalogue Management
- Maintaining complete purchasing data and price in the system
- Reviewing claims for rejected materials & arranging replacement from suppliers
- Communicating closely with suppliers to ensure all inventory requirements are met by the Company
- Getting order confirmation from the suppliers and inserting the delivery dates in system
- Making finalization for all suppliers invoices and forwarding same to accounts for making payments
- Follow ups for material deliveries from suppliers & ensuring payments to supplier as per payment terms.
- Communicating & Coordinating with accounts department for Suppliers Payments
- Assist Supply Chain Manager in daily/routine tasks relating to Logistics & Supply Chain.
- Handling customer orders and ensure that shipments/dispatches are done upto customer satisfaction level
- Supervising the daily activities of store keeper for material posting in system
- Posting Sales/Tax Invoices in system and ensure the originals are dispatched to customers.
- Following up with customers for counter-signature of L.C. documents and arrange collection. and also ensure that the documents are submitted to bank and accepted by customers on timely basis.
- Maintaining sales records for inventory levels of current stock
- Maintain proper records/files in line with Audit requirement / Internal Compliance.
- Handling petty Cash expenses
- Following up with Freight Forwarders for inbound cargo clearance and ensure that containers are cleared within free time granted by Port / Shipping Agents.

- Review L.C./drafts and seek amendments to ensure that L.C.s are workable.
 - Coordinating with the sales team by updating stock status, balance orders and filing important documents and communicating with relevant information
 - Preparing Shipping documents for export & import Shipments
 - Making Online ministry documents from Dubai Chamber of Commerce & Ministry of Economy for custom duty purpose
 - Collect and record customer feedback and information, and share that with appropriate departments and team members.
 - Files & records are maintained in consistent auditable format for documents handed over to the shipping Co.
 - Ensuring all work practices are carried out as per QHSE policies
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Company: Jashanmal National Co LLC, Abudhabi

(October 2005 to October 2008)

Designation: Sales & Purchase Executive

Job Responsibilities:

- Verification & thorough checking of all supplier invoices.
 - Timely record & booking of all Invoices.
 - Preparing goods transfer vouchers to various stores. Generating local purchase orders to various suppliers
 - Follow up for outstanding payments.
 - Maintaining books of accounts.
 - Daily Reports on sales and collection.
 - Handling cash and credit cards machines.
 - Respond to Queries of the customers and perform immediate action.
 - Bank remittance and reconciliations.
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Company: Shriram Investments Ltd, Mangalore, Karnataka, INDIA

(June 2002 to July 2005)

Designation: Accounts Officer

Job Responsibilities:

- Preparing Bank Reconciliation and Cash Reconciliation Statements.
 - Preparing Cash Flow Statement of Branches.
 - Preparing Hire Purchase Advance Statement and Collection Statement of branches every month.
 - Verifying Scrolls and Vouchers sent by branch offices.
 - Verifying petty cash Expenses and making payments to Branches.
 - Verifying Hire Purchase and Commercial Lease documents sent by branches.
 - Assisting Zonal Manager for Finalization of accounts.
 - Quarterly visit to branches for closing of accounts.
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EDUCATIONAL QUALIFICATION:

- Bachelor of Commerce from Mangalore University, Karnataka, India.

CERTIFICATIONS:

- Diploma in Computer Software -M.S. Office
- Computerized accounting softwares SAP ERP, Navision, Oracle &Tally

PERSONAL DETAILS:

Date of Birth : 11th February 1981
Nationality : Indian
Marital Status : Married
Religion : Christian
Languages Known : English, Hindi, Kannada and Konkani
Passport Details : E1481018
Visa Status : Employment
Driving License : Valid UAE driving License