

## **CURRICULAM VITAE**

**SUPRIYA RAJEEV KUMAR**

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### **PROFILE SUMMARY**

- Dynamic professional with experience in Business Development, Sales and Marketing, Key accounts Management.
  - Holds the credit of gaining international exposure with biggest clients in different territories.
  - Marketing knowledge in different territories like GCC, MENA, South Africa, Europe and USA (Also can Travel anywhere in the world)
  - In-depth knowledge in Procurement of rough blocks, quality inspection on slabs, pricing and sales.
  - Have good experience with top level construction companies, Developers, Consultants for getting project orders in UAE.
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### **PROFESSIONAL EXPERIENCE – Total 14 years**

#### **Leopisc Technical Services LLC-Dubai- Marketing Manager- 2018 to till date.**

- Responsible for get the projects through Builders, Developers, Contractors
- Responsible for selling all type of Natural stones like Granites, Marble, Slates, Sand Stone, Cobbles and Pebbles
- Have enough knowledge in different types of building material origin, supplier and prices.
- Visiting project sites directly and co ordinating with the project manager and procurement departments to get the enquiry.
- Find out new clients and keep communicating with existing clients to get the enquiries and to get the information about the new projects.
- Providing material quotations to the customers for the projects in time.
- Getting appointments with the construction company, developers, consultant, Interior designers, landscaping companies, kitchen companies for the meeting regarding the present project enquiry and future orders
- Responsible for finalising the project deal

#### **Al Milad General Trading Co LLC- Sharjah as a Sales and Marketing- 2016 to 2018**

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### **SM Global LLC as a Business Development Manager (2015-2016)**

- Responsible for handling the project in UAE
- Responsible for procurement of raw material and coordination with the suppliers in UAE and outside country.
- Site visits and coordination with project manager or procurement manager.
- Review RFP's from customer and preparation of quotations, Tenders, Proposals and Purchasing agreements in accordance with the received RFP in a clear and prepared manner.
- Liaise with developers, construction companies, designers and consultants to stay in touch with the most recent construction news.
- Coordination with the CHA and logistics related work for the material imports
- Handling of Export Marketing
- Plan and implement export strategy and activities consistent with overall aims required by organization.
- Develop sales and demand generation strategy and identify core markets
- Timely completion of all management reports,

### **Madhucon Granite Limited as an Assistant Manager-Marketing (2006 to 2015)**

- Responsible for acquiring and sourcing new export business from territory assigned by the management and implementing effective business plan to achieve business growth.
- To find out the project and co coordinating to finalize the work.
- Build good rapport with existing and new client.
- Work closely with the management to establish sales budget, sales strategy and guidelines.
- Lead the sales and marketing functions of the granite business with performance measure on revenue, price realization and product branding.
- Coordination between the Corporate Communications team and the various management marketing group functions.
- Developing the network with granite merchants, traders, architects, designers and related industries in India and Overseas.
- Coordinate for Payment collections from customers as well as deliveries.
- Coordinating with production and quality team for fulfill our targets.
- Experienced in Logistics Procedures and documentation for export, import and domestic sales.
- Preparation of monthly reports related to sales.

### **Exhibition & Fair Attended**

- International Stone fairs (2006,2008 ,2010 ,2012, 2014,2016), Bangalore
- Inside outside Mega Show-Coimbatore, Cochin (2008 & 2009)
- Architectural Meet-Chennai, Cochin-(2008)
- Stone Mart Jaipur, Mumbai & Pune (2008, 2009, 2010, 2011& 2012)
- Big 5 Show-Dubai (2013,2014,2015,2016,2017)

### **Project Achievement**

- Contribute the project of Burj Khalifa (World tallest Tower)- 2009
- Contribute the project of Hospital in Kuwait (World sixth largest hospital)-2013
- Contribute 1 lakh sqm of project for own mine colour-2013.
- Developed new customers from South Africa and Libya.2012
- Developed new customer in Vietnam with 42 containers of initial order.2016
- Emaar Projects, Eagle Hills, Future Metro, Tornado, Airolink, Shapoorji Projects etc 2016-2018

### **Integrated Finance Company- as an Accounts Executive ( 2004-2006)**

- Maintenance of Cash book, Ledger, Petty cash book and Passing entries.
- Handling of cheques and preparing bank reconciliation statement.
- Preparation of TDS and dealing ROC matters.
- Maintaining minute book and other functions of board meeting.
- Updating daily status report from the braches.
- Preparing trial balance, balance sheet and assist auditors.
- Monitoring and maintaining For 16 and C activities.
- Maintaining accounts payable, receivables and cash disbursement and expense recording
- Assist in the co ordination of response for financial quarterly reports
- Preparing the budget/cash flow for the unit on weekly and monthly basis.
- Laisoning with banks and financial institutions

### **EDUCATIONAL QUALIFICATION**

- **MBA**-Finance & Marketing –VIMS –Anna University -2002-2004
- **B. Com**-Taxation Law and Practice-Kerala University-1997-2001
- **Pre-Degree**- Commerce group- Kerala University -1995-1997
- **MGTE**-Diploma Agriculture -Madras University-2001-2002

### **COMPUTER SKILL AND ACCOUNTING PACKAGES**

- Tally, FOCUS, PGDCA, Training in stone profit and SAP
- Proficiency in MS Excel, MS Word, PowerPoint, FOCUS & ERP, AutoCAD

### **PROJECT DONE**

- Organizational study of Kerala Minerals & Metals Chavara, Kollam, Kerala.
- Financial Performance of Integrated Finance Company, Chennai. (6 Months)

### **EXTRA CURRICULAR ACTIVITIES**

- State level participation in Sports, NCC, NSS
- Received best cadet award in NCC from Governor of Pondicherry and held training in Goa naval Academy, Cochin Shipyard, INS Hansa and having B & C Certificate
- Received Gold Medal for ship modeling from the Governor of Kerala (2001)

### **SKILLS & STRENGTH**

- In-depth knowledge of industry and customer segments
- Excellent written/oral communications and analytical skill.
- Excellent interpersonal skills, ability to build and manage virtual team.
- Excellent negotiating skill.
- Professionalism
- Flexible to take up new assignments
- Excellent typing speed
- Accuracy and punctuality
- Strong networking skill and goal oriented

### **PERSONAL DETAILS**

Date of Birth : 20.04.1979  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Passport No : L1470054  
Visa Type : Visit Visa  
Language Known: English, Malayalam, Hindi, Tamil, Telugu

### **DECLARATION**

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

Yours Faithfully

SUPRIYA RAJEEV KUMAR