

GLEN DIAN D'SOUZA

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Objective:-

To work in an organization where I can acquire new knowledge and put my best efforts for achieving the individual as well as organizational goal.

Job Descriptions & Skills:-

- Listening to customer requirements and presenting appropriately to make a sale, maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Responding to incoming email and phone enquiries.
- Acting as a contact between a company and its existing and potential markets.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Representing their company at trade exhibitions, events and demonstrations.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Challenging any objections with a view to getting the customer to buy.
- Advising on forthcoming product developments and discussing special promotions.
- Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer.
- Liaising with suppliers to check the progress of existing orders.
- Checking the quantities of goods on display and in stock.
- Recording sales and order information and sending copies to the sales office, or entering figures into a computer system.
- Reviewing your own sales performance, aiming to meet or exceed targets.

- Gaining a clear understanding of customers' businesses and requirements.
- Making accurate, rapid cost calculations and providing customers with quotations.

Educational Details:-

Name Of The Course	Name of the Institution	Name of the Educational Board	Passing Year	Overall Percentage
Diploma in Mechanical Engg.(Gen)	Dr.T.M.A. Pai Polytechnic, Manipal	Bangalore University	2010	63.5%
HSC (In Commerce)	St. Lawrence P.U. College, Moodubelle	Pre-University Education Board	2007	71.5%
SSC	St.Lawrence Jr. College, Moodubelle	Karnataka Secondary Education Board	2005	80.3%

Additional Education Details:-

Name Of The Course	Name of the Institution	Name of the Educational Board	Percentage
Diploma in 3D Studio Max	Manipal Institute of Computer Education	Manipal	80%

Computer Knowledge:-

- Basic Computer Knowledge: MS-Word, MS-Excel, MS-Power Point
- Basic C-Prog.
- Basic CNC Prog.
- Basic PRO-E.
- Basic Auto -CAD. (2D & 3D)

Personal Interests & Hobbies:-

- Reading & writing articles
- Playing Cricket, Carom, Badminton, etc
- Drawing & listening music
- Travelling
- Fishing, Hunting, etc

Professional Working Experience In India:-

- **Organization: Auto Hangar (MERCEDES BENZ) at Mumbai from 2010-11**

Designation: Jr. Automobile Technician / Mechanic

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine turn-up, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engines, safety and combustion control standards.
- Maintains vehicle appearance by cleaning, washing and painting,
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; trouble shooting, breakdowns; maintaining supplies; performing.

- **Organization: Manipal Cards & Technology Ltd., Manipal from 2011-12**

Designation: Card line Machine Operator

- Carry out production, inspection and machine operation.
- Set up machinery and ensure all materials are ready for production.
- Translate instructions into computer commands so the machines can perform the correct function.
- Prepare a test run to check if the machines produce outputs according to the requirement.
- Supervise the machines while they execute the tasks and make any necessary adjustments to produce a better result.
- Check and maintain machinery daily to ensure functionality.

Professional Working Experience In GCC:-

- **Organization: Al Mazaya Est. (Steel structural, Fabrication, Mechanical), Kingdom of Bahrain From 2012-14**

Designation: Workshop supervisor / Auto-cad designer & sales executive

- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Monitor employee productivity and provide constructive feedback and coaching.
- Receive complaints and resolve problems.
- Maintain timekeeping and personnel records.
- Prepare and submit performance reports.
- Preparing detailed drawings as per customer requirements, and proceeding with approved drawing.
- Listen to customer requirements and present appropriately to make sale.
- Maintain and develop relationships with existing customers to prospect for new business.
- Respond to incoming email and phone enquiries.
- Make accurate, rapid cost calculations and providing customers with quotation.

- **Organization: Arabian Intl. Services Co. WLL. (AISCO), Kingdom of Bahrain from 2014 to till now**

Designation: Sales Executive (Heavy machinery equipments) & Plant & Store Incharge

- Plan site set up to move labour, plant and materials around site efficiently (E.g.: Heavy vehicles such as Cranes, trailers, heavy earth moving equipments), material delivery (generator, compressor, welding machines etc).
- Plan internal and external logistics routes through the project phases focusing on separation of vehicles, machinery and people. Lay down areas and offloading points.
- Create operational procedures and method statements.
- Use the description of produce daily, weekly and long term movements plans.
- Control materials in and out of site.
- Plan and integrate with key contractors to meet the needs of the planned programmed and de-confliction of onsite space and time where appropriate.
- Assist in the evaluation of potential logistic suppliers and appropriate delivery management booking systems.
- Utilize business management system procedures.
- Creating of site specific safety manual, ensure first aid cover and equipment is present.
- Responsible for ensuring that material movement to and from the workplace does not cause damage to works, the workforce or the public.
- Maintain an asset register of all equipment.
- Ensure vehicles and plant are operated safely by trained personnel and in a legally complaint manner.
- Ensure all equipments is inspected, maintained and tested to agreed frequencies.
- Have knowledge of hoists and cranes, and create and agree booking system to manage

- their capacity and preparing suitable job cards.
- A track record of delivery within a logistics function that has led to performance improvement.
 - Listen to customer requirements and present appropriately to make sale.
 - Maintain and develop relationships with existing customers to prospect for new business.
 - Respond to incoming email and phone enquiries.
 - Make accurate, rapid cost calculations and providing customers with quotation

Personal Profile:-

Name : Glen Dian D'souza
Father Name : Denis D'souza
Date of Birth : 11-01-1990
Nationality : Indian
Passport No. : S9745713

CPR. : 900138556
Religion : Catholic
Marital Status : Married
Blood Group : A '+'ve
Languages Known : English, Hindi, Konkani, Tulu & Kannada
License : Valid Bahrain Driving License

Declaration:-

I am here by submitting my detailed curriculum vitae outlining my educational and other competence. I assure you sir that the information furnished above is true to the best of my knowledge. I shall be much obliged if my application is given due consideration.

Place: Bahrain

Glen Dian D'souza