
SIJU THOMAS

Flat 12, Building 1292, Road 3729, Block 337
Phone: 00973-35081339

Um Al Hassam
Email: jacobthomas26@yahoo.com

Kingdom Of Bahrain



SALES & ADMIN PROFESSIONAL

Summary

A goal oriented, innovative good communicator with the passion and drive needed to cultivate and foster professional and profitable relationships while maintaining trust with over 16 years work experience in different work environment, having proven man management skill, across different nationalities. Overcomes challenges through a tenacious and planned approach, drawing on past wide ranging dynamic professional work expertise with strong coaching skills. Consistently works to achieve the highest professional standards.

Objective

To pursue a career through a progressive organization offering a conducive work environment, providing an opportunity for Professional growth.

Key Competencies & Offerings

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|-----------------------------|--------------------------------|-------------------------|
| • Business Development | • Operations Management | • Overtime & Time Sheet |
| • Contract Management | • Project Execution | • GTS & CID Clearance |
| • Receivable Management | • Leave Management | • Employee Induction |
| • Proposal & Tender Closing | • Training & Staff Development | • MIS Data Preparation |
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Work Experience

October 2007 -
October 2019
Kingdom of Bahrain

Admin. Officer Securicore S.P.C.

SecuriCORE S.P.C. is operating in the Kingdom of Bahrain in the field of integrated security solutions. It is one of the largest security companies in the Kingdom of Bahrain providing both manned guarding services as well as electronic security services to clientele ranging from the Government, Industrial, Educational, Financial as well as the Commercial sector.

Accountabilities:

- Reporting to the Admin. Manager Q.C.
- Monitoring, coordinating & Briefing the day to day activities of the Guards Division.
- Coordination between Site-In charges for smooth flow of workforce.
- Responsible for supervising proper filing system of project sites.
- Preparation of overtime procedures and guidelines, for manned guarding services.
- Assisting the HR in the final preparation of Payroll of the guards division.
- Maintaining the security guards relevant data of the company.
- Handling request for leave, resignations, terminations, passports, etc of the Guards Division.
- Handling data of new recruits, location transfers etc. of the Guards division.
- Recruitment of Security Guards.
- Uniform management and maintaining the company standards.
- Handling Guards Division staff queries related to payroll and site activities.

October 2005 -
September 2007
Kottayam, India.

Sales Executive & Promotions Coordinator Popular Vehicles & Services. (Maruti Suzuki True Value)

Popular Vehicles and services is part of the Popular Industries group which is one of the leading and diversified groups of South India. The group has an annual turnover of approx. US \$ 50 Million. It is one of the biggest dealers of Suzuki Motors in India. Popular Vehicles & Services is the first dealer to sell over Hundred Thousand Cars in India. It has a wide network of showrooms and service garages for providing excellent reach to its customers.

Accountabilities:

- Responsible for generating vehicle sale as per the KRA.
- Responsible for collecting of receivables.
- Coordination between the client & financing agency for vehicle financing.
- Coordination between the client & insurance Company for vehicle insurance.
- Implementation of Trade schemes as per the market trend.
- Handling customer queries and grievances.
- Responsible for conducting road shows and other promotional activities.
- Coordinating the customer complaints with the mechanical supervisor.
- Ensuring that vehicles are delivered in top quality after pre delivery inspection.
- Coordinating the activities of the promoters for sales promotion.

May 2004 -
September 2005
Cochin, India.

**Senior Marketing Executive
Spectrum Softech Solutions Pvt. Ltd.**

Spectrum Softech Solutions Pvt. Ltd. is the sister concern of, M/s. Spectrum Software Solutions Inc. USA. Spectrum offers everything from dialup, ISDN, Wireless, and Pre-Paid Internet to Web hosting, Server co-location and VPN services. It is the largest Medical Transcription as well as ISP provider in the private sector in the State of Kerala.

Accountabilities:

- Developing the distribution / Channel network for retail servicing of its internet prepaid division for the whole of South Kerala.
 - Generating Retail / Direct sales in the assigned territory.
 - Responsible for credit control and collections.
 - Managing and leading the telemarketing staffs for generating leads.
 - Coordinating customer complaints & grievances with the technical team.
 - Responsible for implementation of secondary and primary trade schemes.
 - Handling Key accounts for ISDN and Wireless Solutions.
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February 2002 -
April 2004
Mumbai, India.

**Marketing Executive
Indiana Current Control Ltd.**

M/S Indiana Current Control Ltd. is the manufacturer of Fuse Switches & high performance Miniature Circuit Breakers as per International Electro Technical Commission standard IEC 898 and carrying ISI mark from the Bureau of Indian Standards. Its products are well known all over India and are used even by Baba Atomic Research Centre, Indian Space Research Organisation as well as other big Indian Industrial Houses.

Accountabilities:

- Responsible for generating sales for generating dealer & institutional sale in the assigned territory.
- Developing the dealer network of the company in the assigned territory.
- Responsible for collection of receivables.
- Handling Key Accounts.
- Responsible for conducting promotional activities like dealers meet, contractors meet and electricians meet in the assigned territory.
- Coordinating with the Head Office & Dealers for advertisement.
- Promoting the products among the consultants and electrical contractors.

Notable Attainments:

- Got product approval in Karnataka Power Corporation Ltd., Hotline Glass Ltd., as well as Chattisgarh Public works Dept.
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Education

1995-1999	Bachelor of Arts, Gossner College, Ranchi University, Jharkand, India.
1999-2001	Diploma in Computer NIIT, Delhi, India.

Skills

Strengths & Traits:

- Team work approach.
- Constant thirst to improve.
- Ability to work under pressure.
- Initiative and ownership of responsibility.
- Practical and Confident.
- Backup of strong as well as practical work experience.
- Effective Communicator.

Personal Profile

- Nationality : Indian
- Date of birth : 26th June, 1975
- Sex : Male.
- Marital Status : Married
- Languages : English, Hindi, and Malayalam.
- Passport No. : M4598869
- CPR No. : 750644915
- Driving License : Bahrain & Indian.

Permanent Address

Edathara House,
Cheeranchira P.O.,
Changanacherry, Kottayam Dist.,
Kerala 686106.
India.

Tel: 0091-481-2472637

SIJU THOMAS