**Prajosh Krishnan** 

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**Career Objective:**

A career that could find intellectually stimulating and one providing me with avenues for future growth and having an emphasis laid on commitment to excellence, innovation and team work that would offer me a dynamic role to grow and develop as a professional.

# Experience Summary:

Talented professional with 20 years of progressive accomplishments leading central coordination of administration, procurement, sales, inventory control, marketing & customer relations to deliver consistent result for revenue generation.

# Work Experience:

**International Agencies Co. LTD (Philip Morris Division) Bahrain, as Senior Administrative Coordinator from January 2014 till date.**

**Role and Responsibilities:**

* Act as a bridge in between **Philip Morris** (Principle) and **Intercol** (Distributor) for the all kind of back office administration work of a Country Manager.
* Coordinate with Country manager for preparing rolling forecast for each month based on the budget & comparing forgoing trends.
* Analyzing budget v/s actual on monthly basis and submitting report to country manager.
* Sourcing quotation from vendors, negotiation with vendors for accost effective bidding.
* Arranging necessary approval & PO from Head Office.
* Coordinating with LG (Lower Gulf) finance team for all the activities in advance & giving prior intimation to the team if there any change in activities in line with budget.
* Auditing all POP (Proof of Performance) related by monthly to ensure the activities are executing as per the defined mechanism.
* Coordinating with Distributor’s accounts payable team for processing claims & invoices pertain all expenses of advertisement & promotion, trade, trade program and office expenses.
* Ensuring on time receipt of payment to all customers / vendors / agencies from the distributor for the expenses incurred for all the approved activities.
* Quarterly preparation of list of debit note details & RFA memos with all required supporting documents and submit the same to distributor’s finance.
* Reconciliation of Debits Notes and total spend for the year pertain the advertisement & promotion, trade program.
* Organize with distributor’s corporate affairs office for submission of all new pack design, SKU to Ministry of Health for approvals & follow up to get the approval within the deadline.
* Submission of detailed report to Dubai Fleet Manager on maintenance appointment, fines, mileage logs of company Vehicles.
* Arranging Invitation letter, Hotel reservation for the visitors

Al Rahideen Trading Company, (Philip Morris Division) Dubai - as a store keeper, (Middle East Asia & African Countries) from August 2004 to January 2014.

 **Roles & Responsibility Handled:**

* Receiving materials after verifying its quality and quantity as per the Delivery order when an agency delivers materials at our warehouse.
* Handling the time to time promotion happening in the UAE (Especially Dubai, Abudhbai and Sharjah Airports)
* Preparing goods received note (GRN) and goods dispatched note (Invoice) through the SAP and computerized software (DacEasy )
* Preparing Invoice & Packing list for shipping materials to different Countries
* Providing materials to Merchandisers as per their supervisor’s request.
* Receiving back the units and materials from the Merchandisers which they brought back from the Market
* Verifying the physical and computerized stock at the end of every month.
* Maintaining manual stock card to have quick look of a particular product’s available stock and is helpful for double check at the time of verifying stock.
* Delivering materials at Philip Morris Office as per the request of different PM Staff.

ACE Group of Institutions, Kerala, India - as a Regional Marketing executive from 2000 till 2004.

**Roles & Responsibility Handled:**

* Preparing and presenting yearly budget in every annual meeting.
* Planning and implementing centralized and decentralized advertising.
* Appointing new franchisees in unrepresented areas.
* Co-ordinate local marketing with franchisees in order to achieve the given target
* Verifying the DCR (Daily collection report) of the franchisees.
* Monthly visit to the franchisee to make sure they are functioning according to the norms and condition of the company.

**Blue Bird Services Pvt. Ltd, New Delhi, India - as a Customer Relationship Management Executive with from 1998 to 2000**

**Roles & Responsibility Handled:**

* All modes of communication with customers.
* Preparing Invoice and Packing List in order to send materials to destination booked by the customers
* Entering details of each shipment into computer using ready-made software.
* Issuing monthly invoice to the customers

**Educational Profile:**

* Bachelor of Commerce from University of Calicut, India
* Diploma in information systems & management from Apetch Computer Education India.

# Personal Profile:

Date of Birth : 03-05-1975

Nationality : Indian

Passport No : M8966612

Civil Status : Married

Additional Knowledge : M.S. Office

Languages known : English, Hindi, Malayalam & Basics of Arabic.

Hobbies : Reading, traveling & watching Movies.

References : As and When Required