

AL Dear Sir / Madam,

I have attached my CV for your perusal.

I would like apply for a position of **Interior Designer, Purchase Coordinator, Sales Coordinator, Sales Executive** in your company, should any vacancies arise that would be suitable please do not hesitate to contact me.

I look forward to the opportunity of an interview in the very near future.

You can contact me on +91 7356432803

Kind regards,

VARGHESE LAZAR

E-mail: varghese.lazar@gmail.com, varghese.lazar@outlook.com

CURRICULUM VITAE



Personal Profile

Name : Varghese Lazar
Date of Birth : 19th November 1981
Nationality : Indian

Contact Number : 7356432803
Permanent Address in India : Thekkanath House P.O. Peramangalam, Thrissur
Dist., Kerala, India Pin code 680545
Marital Status : Married

Passport No. : N1653701
Driving Licence : Bahrain Vehicle License, Indian Light Vehicle
License
E-mail Address : varghese.lazar@gmail.com, varghese.lazar@outlook.com

Work experience

11/2018 – 05/2019 Worked as a '**Sales & Purchase & Marketing Coordinator cum Kitchen**

Designer' for **Kitchen Magic** (Div. of Adel Fakhro & Sons), Arad, Kingdom of Bahrain.

- The Sales and Purchase Coordinator provides administrative assistance and support to sales and purchase teams.
- This role would, primarily, engage in arranging the purchase of raw materials,
- supplies and services for the company, help the sales force by setting
- appointments, ensuring that salespeople have sufficient supply of samples, brochures and other sales material, sends materials as needed for trade shows,
- and collaborate with other departments, such as marketing, advertising and promotions.
- Duties and responsibilities Research and Evaluate Suppliers Negotiate and

- Renegotiate Contracts with Suppliers, Subcontractors, etc. Create and Send
- Purchasing Orders Monitor Purchases through the Delivery Process Evaluate
- Supplier Performance Provide Office Support for Sales Team Manage
- Distribution of Sales Materials Collaborate with Other Departments Prepare
- costing estimation for projects and retail Prepare quotations, technical specs,
- LPOs, Invoices etc. Prepare documentation for Projects, Work completion
- certification, DLP etc. Any other reasonable tasks, as instructed by Management.
- Designing Kitchen cabinets and shop drawing using AutoCAD Software's, 2020 Fusion
- Making Cut list for production works and clients.

07/2015– 10/2018 Worked as an '**Sales Executive**' for Al Rayan Carpentry & Contracting, Arad, Kingdom of Bahrain.

- organizing sales visits
- demonstrating and presenting products
- establishing new business
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- negotiating contracts and packages
- aiming to achieve monthly or annual targets.

07/2009– 07/2015 Worked as an '**Interior Designer**' for Al Rayan Carpentry & Contracting, Arad, Kingdom of Bahrain.

- Created renderings in Photoshop and Visual Impression to present to customers.
- Produced complete sets of AutoCAD documents for installation.
- Prepared complete specifications and appropriate pricing for customer.

- Created construction documentation for large commercial kitchen design projects.
- Responsible for managing multiple projects simultaneously.
- Collaborated with multiple design teams to meet projects goals and deadlines at 100%.
- Designed interior, 3D modelling and visualization new style of interior, furniture and decorative items using 3Ds Max
- Worked with textures and materials for objects, created compound material, worked with UV coordinates
- Created realistic lighting and rendering using V-ray
- Prepared presentation materials using Adobe Photoshop
- Researched products for prospective clients
- Generated quotes through a computerized estimating system
- Designed floor plans, lighting plans, and laid out color charts and selected specified
- fabrics, furniture, lighting, hardware, and fixtures based on the clients' space availability, lighting intensity, interior design theme and preferences and budget
- Provided estimates on products and services via client presentations

06/2005 – 06/2009 Worked as an '**Interior Designer**' for Anjanam Woodware, Manithara, Thrissur, Kerala, India.

- Created renderings in Photoshop and Visual Impression to present to customers.
- Produced complete sets of AutoCAD documents for installation.
- Prepared complete specifications and appropriate pricing for customer.

Languages

- Fluent in English, both verbal and written.
- Fluent in Hindi, both verbal and written.
- Fluent in Malayalam, both verbal and written.
- Basic knowledge in Arabic

Education and Academic Qualifications

- 2001 – 2004 Bachelor of Science in Mathematics, Kerala, India (Calicut University)
- 1999 – 2001 XI & XII, Science Group, Govt H.S.S School, Kandassakadavu, Thrissur, Kerala, India. (State Board)
- 1998 – 1999 SSLC, Govt Model Boys Higher Secondary School, Thrissur, Kerala, India.

Professional Qualification

2004 – 2005 **Advance Diploma in Architecture and Interior Design**, Cadd Centre, Chennai based at Thrissur, Kerala, India.

2019- Diploma in **BIM**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **Revit Architecture**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **Revit MEP**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **Revit Structural**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2019- Certification in **NAVISWORKS**, Cadd Centre, (Govt of Ministry UAE (Dubai) Approved)

2004 – Certification in Web Designing, APTECH Thrissur, Kerala India

Key Skills

- Confidence
- Perseverance
- Patience
- Excellent interpersonal skills
- Commercial awareness
- IT skills
- Numerical skills

Skills

Software

- Computer literate (MS Office – Word, Excel, PowerPoint, Spreadsheets etc.)
- Photoshop
- 3D Max Studio
- Autodesk AutoCAD
- Sketch up
- Vray rendering Software
- Autodesk Revit Architecture
- Autodesk Revit MEP
- Autodesk Revit Structural
- NavisWorks Manage
- BIM
- ArchiCAD
- 2020 Fusion
- HTML, C, JavaScript, css,

Interior Design

Strong Knowledge of space planning, sketching, computer rendering/modelling, shop Drawing and concept development, Kitchen Design

Personal Qualities

- A highly motivated approach to work.
- Confident with people.
- A proactive working approach.
- Ability to gain trust and confidence
- A team orientated approach

Reference upon Request

Here, I acknowledge that all the above mentioned details are true according to my Knowledge.