



Arun Kumar. M

Personal Info

Name	M. Arun Kumar
Birth Date	May 03, 1984
Nationality	Indian
Marital Status	Married
Mobile No.	+973-66397820
Driving License	Valid Indian & Bahrain D/L (841365920)

Summary

My objective To obtain a position in an organization where growth, prospects are unlimited and has ample scope of learning. I would like to be a part of the team where I can invest my knowledge, skills and experience to contribute to the growth of the organization.

My strength Communication Skills
Flexibility and Adaptability
Learning agility: Quick learner
Tolerance: Stress tolerance
Positive Attitude
Leadership & Self Motivated
Responsible & Loyalty

Profile -Overall experience of nearly 14 years.
-Proven work experience as a Purchasing Officer (Local & Overseas), Stores, Inventory, Sales Executive in Bahrain.
-Onsite experience as a Sales Coordinator for about 1+years in Kuwait.
-Vast experience in BPO.
-Diploma in Airline Ticketing - Kuoni Academy.

Work Experience

Jan'19 to till date Hydrapro Trading & Services Co. WLL
Sales Executive

- Research and recommend prospects for new business opportunities

Hydrapro for Trading & Service Co. WLL

Building 1535, Road Street 5228, R 3912, Blk 952, Ras Zuwayed, Kingdom of Bahrain.

Tel:(+973)17162323, Fax:(+973)17162929, Email: sales@hydraprowll.com



- Research and analyse sales options
- Build and maintain relationships with clients and prospects
- Stay current with trends and competitors to identify improvements or recommend new products
- Collect and analyse information and prepare data and sales reports
- Attend workshops to learn more technical and professional skills for the job
- Build and maintain professional networks
- Meet with potential clients to determine their needs
- Setting up meetings with potential clients and listening to their wishes and concerns
- Collaborate with team members to achieve better results
- Track and monitor your work
- Explain how our solutions align with their pain points
- Demonstrate knowledge of products and services to customers
- Educate customers about current promotions and advertisements
- Ring up customers at the cash register, take payments, and issue receipts

Aug'17 to Dec'19

Hydrapro Trading & Services Co. WLL
Purchase / Store / Inventory In charge

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers
- Monitor store displays and keep all areas well-stocked
- Maintain receipts, records, and withdrawals of the stockroom
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies



- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs
- Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment
- Place and receive orders in a timely and accurate manner
- Coordinate with customer service and logistics departments
- Establish trusted relationships with suppliers to ensure quality service and cost-effective deals
- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.

Jun'14 to Jun'17

Entwine Solutions, Bangalore
Online Marketing Executive-

- Online Marketing & Lead Generation.
- Techniques to mine data about a particular industry and the competition that exists in your geographical area.
- Reach or target key business decision-makers, buyers, and influencers through organic online marketing tools.
- Convert more B2B sales leads at lower costs using our competitive packages.

Nov'13 to May'14

Rebus Business Solutions, Chennai
Associate Marketing Manager-

- Planning for smooth flow of email campaign for the upcoming week.
- Co-Ordination with the team.
- Check on marketing team if the mails are going on time & as scheduled.
- Day to day maintain & crosscheck the Emails sent report.
- Try, plan and implement better strategies to do more closures.



June'12 to Oct'13 **Ample Business Solutions, Bangalore**
Online Marketing Executive-

- Online Marketing & Lead Generation.
- Techniques to mine data about a particular industry and the competition that exists in your geographical area.
- Reach or target key business decision-makers, buyers, and influencers through organic online marketing tools.
- Convert more B2B sales leads at lower costs using our competitive packages.

July'10 to Oct'11 **Alaa for Industries, Kuwait**
Sales Co-Ordinator-

- Complete co-ordination with the sales team.
- Preparing day to day Quotations, Sales Orders & Invoices.
- Processing of Invoices in document management systems.
- Attending query mails & calls regarding sales/products availability.
- Looking after DHL service requirements for the company.
- Preparing schedules for the supplier visits.
- Looking after counter sales.
- Helping out with stores during stock checking periodically.

Aug'05 to Jul'10 **Bangalore Software Services, Bangalore**
Sr. Process Associate-

- Complete co-ordination in processing of Health Insurance Claims.
- Calling up the Insurance Companies in US to get the required missing information.
- Generating of reports on daily, weekly basis to the client.
- Preparing power point presentation on the reports & project documents.
- Online meeting with the US Clients using "Go to Meeting" Software.



Education

Bachelor of Degree – Specialization: Commerce
Lucknow University, Bangalore

Pre-University – Specialization: Commerce
St. Joseph's Evening College, Bangalore

Skills

Computer

Languages - C, Tally
DCA - MS Excel, Word, PowerPoint
Efficient in Internet
Basic knowledge in Networking

Declaration

I declare that the above details given by me are true to
the best of my knowledge and belief.

Yours Truly,
M. Arun Kumar

Place: Bahrain
Date: