

CURRICULUM VITAE

RIYA GEORGE

Mobile: +973 36304252 / +973 33391110

Country: Bahrain

Email: riyageorg@gmail.com

Experience: 13 years



PERSONAL STATEMENT

I am an experienced and qualified engineering professional young lady with proven track records. I am a self starter and nature / solution provider and always seeking new learning opportunities and challenges. Now I am looking for a challenging position within a forward thinking organization that can utilize my existing skills and challenge me to learn, adapt and develop new ones.

PROFESSIONAL / SERVICE EXPERIENCE

Total Over 11 Years Experience in Bahrain

July 2011 - Till Date

Sales Support Engineer for a multinational elevator company - Bahrain.

Key responsibilities:

- Handling all enquiries by assisting the sales team with sufficient technical information.
- Handling tenders & Pre-Qualifications with various supporting documents & submittals.
- Review tenders and allocate to sales team according to volume & size of the project.
- Prepare technical queries to clients for the missing data's and information's.
- Selecting the best suitable product as per customer's requirements.
- Generate technical data files TDF before sending the request for Quotations to the Factories.
- Preparation of comprehensive and competitive offers meeting technical & commercial compliance.
- Handling techno-commercial for major projects.
- Coordinating timely Post-contract submittals such as drawings, technical submittals.
- Review and analyze the tender documents and drawings on any discrepancies.
- Coordinating and generating a Compliance Statement as per the Sales request (Comparison in between Tender Document and Factory Offer).
- Prepare offers using calculation tools, online tools like Inter Offer, Big Machine and Genesis for different range of products within Elevators, Escalators and Moving Walkways.
- Estimation for the proposals, Follow-ups, providing technical clarifications, Order placements, Monitoring logistic movements, customer support and sales after service. In conclusion from the concept to full execution of the project both technically and commercially.
- Ensure all documents are being updated as per procedures & process of ISO standards.
- Ensure Sales Platform VIEW is updated on time and Sales Pipeline Review of the whole Sales team.

Feb. 2009 – Jun 2011

Sales Support Engineer – Colours Events Managements Co. WLL - Bahrain

Key responsibilities:

Overall Admin Management, correspondences, Pre order meetings with clients, preparation of their requirements, estimation of projects, Order follow ups, Organizing right team for each and specific events / function, coordinator of all events.

Feb. 2007 – Jan. 2009

Software Engineer – IT /software Industry, India.

Achievements: Proficiency in ASP.NET 2.0; C#.NET; ADO.NET; Oracle-8i, SQL Server; Micro Soft Office

EDUCATION

- **B.Tech (Electronics and Communication Engineering)** from Calicut (Indian) University in 2007 **(70%)**
- **Plus two** from St. Therese higher secondary school, Shoranur in 2003 **(86%)**
- **10th Grade- CBSE** from Grace Central School, Chelakkara in 2001 **(83%)**

SKILLS

- Ability to withstand pressure and work within stringent deadlines.
- Ability to identify underlying issues and patterns.
- Strong problem resolving and decision making skills.
- Excellent communication and analytical skills.
- Well developed time management, organizational, communication and interpersonal skills.
- Record of accomplishment for significant improvements and innovative solutions.

PERSONAL PROFILE

Name	:	Riya George
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Date of Birth	:	19 th September 1985
Languages known	:	English, Hindi and Malayalam
Mobile No	:	+973 36304252
Bahrain Driving Licence	:	Valid till May 2021
