

CURRICULUM VITAE

Manu Shivanandhan
Maharashtra state
Email id: manu.shiva75@rediffmail.com
: manushiva75bh@gmail.com
Mobile: +91 9970699906
Whatsapp: 00973 35543660 (viva Bahrain)



**APPLICATION FOR THE POST OF REFRIGERATION &
AIRCONDITIONERS, HVAC, MEP, ELECTRONICS, ELECTRICALS, KITCHEN
EQUIPMENTS,HOME APPLIANCES, UNIT, SPARE PARTS SALES SERVICE FIELDS.**

OBJECTIVE:

I am looking forward to work in a supportive and co-operative environment, which provides me an opportunity to enhance my great knowledge and good working skills there by contributing my best.

Experience:

I have more than 16 years of experiences on residential, commercial, industrial Refrigeration and Air conditioners, HVAC, MEP, Kitchen equipment's, Home appliances, Electricals, Electronics units, spare parts ,sales and service fields.

Work experiences on residential, commercial and industrial air conditioners. refrigerators, chest freezers, water coolers, bottle coolers, cake display unit, washing machines,dryers,dish washers,ice cube machines,ice cream machines, continues freezers,HVAC,FCU,AHU, VRF,VRV ,chiller, cold room, free stand equipment, beverage cooler, central ,panel, duct, cassette a/c, auto/vehicle air conditioners. Compressor repairing all types of kitchen equipment's,microwave oven,oven,grill heaters,blenders, grinders and all types of home appliances, electronics, electricals, P.C.B Repairing ,knowledge's in various types and brands on national and international brands including their components, programs, installation methods, maintenance requirements.

First I had been worked in India as in sales & service in kirlosker, Voltas, blue star, daikin, Lloyd,carrier,onida,Videocon,Electrolux, LG,OG, allwyn, godrej, kelvinator.

Work experience in Bahrain in a manufacturing and production company of air conditioners, cold rooms, refrigerators, water coolers; HVAC's, kitchen equipment's, heaters, boilers, condensers, evaporator coils etc.

Work experiences in Bahrain in sales of all new units/spare parts of refrigeration and air conditioners, HVAC,MEP products, kitchen equipment's ,Home appliances ,electronics, electricals.

Sales experiences on

carrier,daikin,Honeywell,Toshiba,York,pearl,siemens,trane,Copeland,kultron,embraco,bitzer,danfoss lg,og,Panasonic,Samsung,Videocon,Lloyd,sharp,ifb,zamil,hitachi new units and spare parts on residential, commercial, industrial refrigeration and air conditioners, refrigerators, chest freezers, water coolers, bottle coolers, cake display unit, washing machines, dryers,dish washers,ice cube machines,HVAC,FCU,AHU,VRF,VRV,chiller, cold room,free standing equipments,beverage cooler ,central,panel, ductable,cassette a/c, mep products, All types of kitchen equipment's, All types of home appliances, Electronics electricals on national and international brands.

Spare parts sales experiences in Refrigerant gases , reciprocating, scroll ,rotary, screw type compressors,opentype,Centrifugal type,coppertubes,copperpipes,couplings,,elbows,capacitors, contactors,driers,filters, expansion/solenoid valves,dry/wet heaters,sensors,universal remote, hp/lp pressure switches,thermostats,magnetrons,armatures,pcb's,flares,unions,relays,fanmotors, blades,timers,evap/cond coils,blowers,washing machines,seals,timers,gear boxes,motors,shafts, pulsators,pcb's,drums,pumps ,mep products,rubber insulation, quietliners,mechanica boards, HD blankets,flexible duct,sealant,lagcoats,ductseal/bonds,flanches,foam tapes,grills,dampers, diffusers,manifold gauges,flairing tools, thermometers,tachometers,multimeters,coil cleaners etc.

I worked six years in Bahrain in new units and spare parts sales department as in sales, service, exe, accounts, store keep manager, sales manager in Bahrain gulf (gcc country)

I Maintained a Good relationship with the customers, contractors, companies, wholesalers and retailers and service centers. I focused on developing long term relationship with the customers and I have wide experiences in sales,sales executive, as a store manager, as a service manager, as a sales manager. Detail-oriented individual who pays close attention to clients' needs and strives to go above and beyond to provide service that meets their satisfaction.

EDUCATIONAL QUALIFICATION

<u>Course</u>	<u>Institution</u>	<u>Board/university</u>	<u>Year</u>
S.S.LC	S.C.S.HIGH SCHOOL, THRUVALLA [Kerala] India	MAHATMA GANDHI UNIVERSITY	1992
B.com	St JOHNS COLLEGE THIURUVALLA [Kerala] India	MAHATMA GANDHI UNIVERSITY	1996
COMPUTER KNOWLEDGE	MSO,WORD,EXCEL,TALLY,ERP 9.0, SOFTWARES,INTERNET		
I.T.I IN REFRIGERATION & AIR CONDITIONERS	IDEALTECHNIICAL INSTITUTE, ADOOR, [Kerala] India	IDEAL TECHNICAL INSTITUTE	1998
<u>WORK EXPERIENCE</u> IN TECHNICALY , SALES STORE KEEPMANAGING ,SUPERVISOR, INDOOR OUTDOOR SALES EXECUTIVE , SALES ,SERVICE MANAGER	REFRIGERATION AND AIRCONDITIONERS , HVAC, MEP, ICE CUBE MACHINE, KITCHEN EQUIPMENTS , ALL HOME APPLIANCES WASHING MACHINES,, ELECTRICALS , ELECTRONICS,	(INDIA) VOLTAS,BLUESTAR, GODREJ,WHIRLPOOL & (BAHRAIN) AWAL Co. GULF STAR	(16) YEARS OF EXPERIANCE

Summary of sales

Roles: •Monitor sales team's business activities •Set Sales Target to Sales Team•Help Sales Team to achieve Sales Target • Help sales team to prepare competitive quotations. • Recognize sales opportunities and develop new accounts • Review and finalization of quotations against customer specifications • Support local management with strategic planning including forecasting, tender submission, negotiating and financial planning • Provide technical and after sales support • Estimation of Foreign Order for Local sales • Identify New Products, Market the Products through Sales team • Manage Financial issues • Manage Day-to-Day Sales Showroom Sales • Manage Project sales, Help Sales Teams to identify the customers • Arrange Sales Promotions.

- Sales promotion of HVAC parts and thermal insulations
- Preparation of quotation and follow up
- Preparation of full price lists for all the different parts and components available with- in the company in order to be offered to all our customers
- To make sales orders for spare parts sales pertaining to different types of transactions.
- Monitor and supervise the operation of safe packaging, Labeling of spare parts sent to customers.
- Receiving and reviewing customer sales inquiries to establish clarity on their requirements.
- Monitoring After sales service
- Inspecting site, calculation Air condition capacity and supply the replacement
- Follow up for financial procedures at the base of contract.
- Generating inquiry for materials, get quotation, negotiation on quote and LPO issue.

Career Profile:

A highly talented, accomplished and professional in Refrigeration& Air conditioners HVAC, MEP, ELECTRICALS, ELECTRONICS, All HOME APPLIANCES AND KITCHEN EQUIPMENTS technical Parts Sales service Manager with more than sixteen years of work experience in the mentioned field. Seeking a challenging position as Senior sales service Manager to enhance my skills and knowledge in a well reputed organization

Professional strengths:

- Highly self-motivated, energetic and assertive
- Smart aggressive and target oriented
- seasoned, hardworking, smart and over achieving
- Possess strong written and verbal communication skills
- Familiar with basic operating systems like Microsoft Outlook, Word, Excel, PowerPoint and the internet
- Possess excellent negotiation and organizational skills
- Ability to handle multiple tasks and make sound decisions
- In-depth knowledge of major parts
- Ability to read, analyze and comprehend instructions and information
- Possess excellent management and supervisory skills
- Ability to perform tasks and responsibilities in a safe and accurate manner

Professional Experience:

- Handled the tasks of analyzing sales, expenses and inventory monthly to achieve goals of profit
- Analyzed the operation of the department and provides technical assistance to the employees of units/parts
- Worked with shop manager and service manager to ensure a timely turnaround of parts required for internal jobs
- Attends managers meetings and conducts weekly meetings for the units, parts sales department
- Handled the tasks of monitoring and supervising daily reports and sales productivity
- Responsible for developing sales promotions for various units parts
- Developed, enforced and monitored set guidelines for working with customers to ensure customer satisfaction
- Responsible for supervising stock order procedures
- Ensures that the same high level of quality service is provided to internal and outside dealership customers
- Responsible for creating annual sales plan for external, internal and retail unit/parts sales
- Finalized the quote price of parts before sending it to customers
- Attended monthly management meetings to review inter-department issues and financial statements
- Assisted customers and staff when required
- Responsible for approving purchase orders for parts department
- Reported the monthly sales statement to the general manager
- Worked closely with department managers to create cross sales opportunities
- Conducted staff trainings on parts and sales skills
- Handled the tasks of dealing with customer queries

Summary of Skills: (TECHINICALY)

- Excellent practical knowledge of the trade and standard procedures
- Ability to operate and use tools, equipment, and materials used in refrigeration system
- Familiarity with the safety and hazards precautions
- Excellent verbal and written communication skills
- Skilled in working with wireless handheld electronic work order tool
- Skilled in reading and interpreting blueprints, drawings, and schematics

Work Experience:

- Install, and repair refrigeration equipment
- Inspect, overhaul, and maintain compressor, refrigeration units and systems
- Detect, repair, replace, and adjust broken parts as necessary
- Repair and install compressors, condensers, evaporators, duct, motors, thermostats adjust valves, fittings, couplings, and piping connections
- Diagnose and troubleshoot malfunctioning of refrigeration units and systems
- Install thermostats, humidistat and motors
- Dismantle defective components using right equipment as required
- Respond to emergency calls from customers as required
- Analyzed, repaired, and restored functioning of refrigeration system
- Fabricated and assembled outer and inner components of refrigeration system
- Aligned components into correct position with hoist Insulated shells and cabinets of systems to prevent electricity shock
- Repaired defective parts by soldering/brazing
- Examined and tested system operation with gauges and instruments
- Tested connections for leaks and break of power

PERSONAL DETAILS

Name : Manu Shivanandhan
Date of Birth : **01/06/1975**
Nationality : Indian
State : **Kerala**
Marital status : Married
Language Known : English, Hindi, Urdu Marathi, Malayalam, Tamil
About me : honest, hard worker, trustworthy,

“I hereby declare that the above information's are true to best of my knowledge.”

Place : NASHIK
(Maharashtra state)

yours faithfully
(Manu Shivanandhan)