

Dear Manager,
Greetings for the day!

I would like to put forth my job application for the post of Production Coordinator in your esteemed Organisation.

I carry a total of 19 years of extensive experience. I am an energetic, confident well-experienced individual, who is flexible, adaptable and able to manage multiple priorities at the same time. As a self-driven individual who wants to progress, I am now looking to work in a performance-driven environment where talent is not overlooked.

With my long track record of practical experience in Graphic Design, Digital Print and Production and sales, I am sure that I shall remain an asset to your esteemed organization.

My passion for Advertising industry, Client service, Graphic Design is equally matched by my long professional experience in Dubai, UAE and I am absolutely confident that I can help your company meet any challenges it faces in the future with an equal contribution through my skills and expertise that may be required at any given point.

I am available for an interview at any given time and should you require any further information about me in general, then please do not hesitate to contact me.

My sincere gratitude to you for having taken the time to review my credentials.

Thanking you in advance & with Kind regards,

Raghunath



KONAT REGHUNATH

Bachelor of Commerce

Mobile: 050 5047953

E-Mail: reghunath.konat@gmail.com

Tel. (Res.) 06 5258349

Professional Experience - 15 years (UAE)

Skills

Sales & Marketing, Interpersonal skill, IT skill, Graphic Design, HTML

Senior Sales & Client Service Executive (Branding and Installation)

Techcraft Advertising & Signs LLC
(January 2013 - June 2019)

- Independently manage assigned accounts. Develop and manage a pipeline of opportunities and proactively work to close opportunities
- Works with the Operation Manager and team to develop and execute programs to drive pipeline & close deals
- Successful completion of stand installation and branding for Exhibitions
- Coordinating for Logistics of materials into events and exhibitions
- Fielding customer inquiries-Answer queries regarding product/services, processes and if required direct them to the account manager
- Coordinate with internal teams to ensure timely fulfilment of products or-
ders/services
- Understanding the client's needs and the internal resources available throughout the production cycle by clearly and proactively managing communications between staff and clients.
- resolving customer complaints-Collect feedback and resolve client complaints

Senior Graphic Designer

Vplus Worldwide Ilc – Dubai
(January 2007 – February 2013)

- Graphic designer as a part of Brand management of P&G prestigious products in MENA region
- Adaptation of supplied visuals into the regional specification following strictly the guidelines allowed to
- Maintaining regular backup of received brand visual updates
- Update and Maintenance of website and this includes SEO optimisation

Graphic Designer

Dar Al Fajr – Abu Dhabi
(August 2002 – May 2006)

- Graphic designer in-charge of designing layout of Telephone directory and Oil and Gas Directory.
- Regular coordination with the sales executive for artwork approvals, solving issues regarding print content and quality
- Database updates of existing customers in existing database
- Prepress colour inspection and quality checking

Education

Bachelor of Commerce 1992.

Certification - Diploma in Computer Arts from Edit Institute, Bombay, India

Personal Details

Nationality	:	Indian
Date of Birth	:	31 st May 1972
UAE Driving License Number	:	837307
Visa Status	:	Resident Visa
Visa Expiry	:	January, 2021
Notice Period	:	Can join immediately

Marital Status : Married