

# RESUME



## ANOOP THAYATT

### CONTACT ADDRESS

CITY PHARMACY BUILDING  
PORT SAEED  
DEIRA CITY  
DUBAI  
UAE

### MOBILE NUMBER

GSM: - +971 0547100753

### E-MAIL

[thayattanoop@gmail.com](mailto:thayattanoop@gmail.com)

### PERSONAL DETAILS

**Father's Name:** Chandran.T

**D OB:** 27<sup>th</sup> March 1988

**Sex:** Male

**Nationality:** Indian

**Marital Status:** Married

Being dynamic and enterprising candidate seeking opportunity to excel in Management position. Resourceful with 8 years' full time work exposure in Sales Support, Overall business & Managerial skill of professional work experience in Automobile Industry seeking suitable position where these skills can be applied. Knowledgeable in Technical Standards, Sales, Managerial skill and computer knowledge. My greatest strengths are: analytical skills, people management, adaptive to changes, excellent business judgment and ability to recognize business implications of data etc.

### CAREER OBJECTIVES

- To be a part of a team where I can apply my skill and knowledge for the best of the organization.
- To employ my potential to the fullest extent leveraging the organizational performance with personal excellence.
- Overall personality development with lifelong learning.

### EXPERIENCE AND PROFESSIONAL EXPOSURE

- Worked as "Commercial Officer", Back Office In charge for TOYOTA, "SAUD BAHWAN AUTOMOTIVE LLC" at Oman. [February 2014 - February 2022].
- Worked as "Process Executive" in "OCWEN FINANCIAL SOLUTION" at Bangalore [November 2012 - May 2013] through CAMPUS RECRUITMENT.

### DUTIES AND ASSIGNMENTS OF JOB.

Worked as a Commercial Officer in SAUD BAHWAN AUTOMOTIVE LLC, Oman. I am responsible for the following in my role:

- Timely publishing MIS report and also presenting PPT to higher management.
- Coordination of Sales Meetings, Order forecasting etc. enabling the higher management to present the Sales Achievements and also plan Management's future strategies to peer groups / Principal (Toyota).
- Initiation of Market Support Activities and Merchandising
- Stock Management and Coordination with logistics department for delivering the vehicle as committed to customers.
- Organizing and submission of Finance Company, Bank, IC deals documents
- To gather the delivery plan daily and assisting Sales Consultant while delivery

## **PASSPORT DETAILS**

**Passport No. :R1355981**

Place of Issue : Kozhikode  
Date of Issue : 18/03/2017  
Date of Expiry: 17/03/2027

## **DRIVING LICENCE DETAILS**

GCC LicenceNo. : 76923752

## **LANGUAGES KNOWN**

English  
Hindi  
Malayalam  
Tamil  
Arabic

## **KEY SKILLS AND TECHNICAL EXPERTISE**

Strong Inter-Personal and analyzing skills, ready to face challenges and hard working.

Excellent business judgement and ability to recognize business implications of data.

Highly committed and dedicated with a positive attitude.

Good grasping skills, creativity, self motivated and willingness to learn.

Good knowledge in MS Office package.

Successfully completed the ISO training program at SAUD BAHWAN AUTOMOTIVE LLC, Oman in 2017

- Service Coordination for delivering the vehicle in pristine condition as per the delivery checklist
- To finish the pre-delivery documentation and other formalities
- Resolving customer complaints amicably by effective coordination between Sales and Service
- Stock management, auditing, planning and monitoring staffs of both back office & front offices
- Preparing the government tenders and also dealing with government sales
- Coordinating with customs (handling formalities to release the vehicles from port)
- Organizing events during launch of new vehicles, road shows, mall display, MSA etc.
- Verifying and submitting punctuality entries to HRD.

## **ACADEMIC PROFILE**

### **Educational Qualifications:**

Course	Name of School/College	Board of Examination/ University	Year of Passing
<b>Masters in Business Administration (MBA) – Finance &amp; HR</b>	IZEE Business School, Bangalore	Gauhati University	2012
<b>B.Com (C.S)</b>	Hindustan College of Arts and Science, Coimbatore	Bharathiar University	2010
<b>Plus Two - Commerce</b>	Sree Narayan Vidya Mandir Sr. Sec School	CBSE	2007
<b>10th</b>	Sree Narayan Vidya Mandir Sr. Sec School	CBSE	2005

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Anoop Thayatt**

**Place:  
Date:**