

# Preetham Britto

## Abu Dhabi

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In pursuit of my instinct, passion, expertise and experience in the field of Sales, procurement & Project coordination. My aim is to reach the pinnacle of this realm. I am looking forward to a challenging role in utilizing my education, personal skills and expertise to create and sustain a progressive business environment.

### PROFILE SUMMARY

- Diploma with 12+ years of experience in Sales, Procurement & Project coordination in regions like India, Madagascar, Eastern Africa & UAE.
- Experienced in the field of Packaging, automobile, Construction & Mechanical.

### ORGANIZATIONAL EXPERIENCE

#### Forward Focused LLC

One of the leading standalone company for two major sectors, Specialty Coffee Packaging and Corporate Events

Designation: **Sales Specialist** - 01/11/2020 –present

Geographical areas covered: entire GCC

Industry: Packaging



#### Key Result Areas:

- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.
- Managing the sales process through specific software programs.
- Building and maintaining a CRM database.
- Meeting daily, weekly, and monthly sales targets.
- Participating in sales team meetings.

#### Ideal General Trading LLC: -

One of the leading building material trading company in UAE based at Sharjah established in 2018 known for standard products and timely services. Our products are mostly approved by the leading consultants

Designation: **Sales and Procurement Executive**- 01/08/2019 -31/10/2020

Geographical areas covered: Sharjah (UAE)

Industry: Hardware &MEP



**Key Result Areas:**

- Building business by identifying and selling prospects; maintaining relationships with clients.
- Identifying business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Selling products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintaining relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifying product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Preparing reports by collecting, analyzing, and summarizing information.
- Maintaining quality service by establishing and enforcing organization standards.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributing to team effort by accomplishing related results as needed.

**Group Power Consulting Engineers Pvt. Ltd.: -**

Group Power designs, manufacture the automation and control systems, medium and low voltage systems for various applications. The company specializes in EPC projects of Power and Process Relocations, Design Engineering, start-up and commissioning. The company also procure, service and stock spares and devices of various OEM's.

Designation: **Project Coordinator**- 01/01/2014 -31/07/2019

Geographical areas covered: India, Eastern Africa (Mail) & Madagascar (Diego)

Industry: Power Plant & Engineering Manufacturing

**Key Result Areas:**

- Designing and controlling the project schedule.
- Preparing a presentation to update senior management on the project progress.
- Tracing and communicating project risk and opportunities.
- Looking for ways to increase project profitability and reduce expenses where possible.
- Ensuring deadlines are met.
- Organizing and attending stakeholder meeting.
- Providing administrative support.
- Organizing project team meetings and recording minutes.
- Handling financial queries.
- Handling procurement of materials for the project from vendors for the completion of the project.

**Akshaya Motors Pvt Ltd, Bangalore, Mercedes Benz**

Dealers for Mercedes Benz situated in Bangalore. Mercedes is one of the top brands in the world when it comes to cars. They are manufactured in Germany and having a CKD unit in Pune.

Designation: **Sales Consultant**- 01/08/2012 – 30/09/2013

Geographical areas covered: India (Mangalore & Bangalore)

Industry: Automotive Retail



Mercedes-Benz

**Key Result Areas:**

- Understanding automobiles by studying characteristics, capabilities, and features, comparing competitive models and inspecting automobiles.
- Maintaining rapport with the previous customers, suggesting them trade-in, meeting prospects at community activities, recommending sales campaigns and promotions.
- Demonstrating automobiles, explaining characteristics, capabilities, and features, taking drives, explaining warranty and services.
- Updating job knowledge by participating in educational opportunities, reading professional publications.

**Bharath Vehicle Works Pvt Ltd, Dealer of Volkswagen India Pvt. Ltd.: -**

Dealers for Volkswagen passenger cars situated in Mangalore. Volkswagen is the 2nd largest manufacturer in the world in the passenger car segment. The company has a fully-fledged manufacturing unit at Chakan Pune, with a workforce of 3500 employees.

Designation: **Sales Consultant** - 01/06/2010– 30/07/2012

Geographical areas covered: India (Mangalore & Bangalore)

Industry: Automotive Retail

**Key Result Areas:**

- Preparing action plans and schedules to identify specific targets and to project the number of contacts to be made.
- Following up on new leads and referrals resulting from field activity.
- Identifying sales prospects and contact these and other accounts as assigned.
- Preparing presentations, proposals and sales contracts.
- Developing and maintaining sales materials and current product knowledge.
- Establishing and maintain current client and potential client relationships.
- Preparing paperwork to activate and maintain contract services.
- Managing account services through quality checks and another follow-up.
- Identifying and resolve client concerns.
- Preparing a variety of status reports, including activity, closings, follow-up, and adherence to goals.
- Communicating new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Coordinating company staff to accomplish the work required to close sales.
- Developing and implement special sales activities to reduce stock.
- Participating in marketing events such as seminars, trade shows, and telemarketing events.
- Providing on-the-job training to new sales employees.

**ACHIEVEMENTS & AWARDS**

- April 2012: Was Awarded with “**International Training Certificate**” by Volkswagen.
- Negotiated 9.3% cost savings for commodities mechanical components, production tools and Electro-mechanical assembly with key suppliers.
- Achieved target of 1 million aed in sales revenue in the present packaging company.

## PROFESSIONAL PROJECTS UNDERTAKEN

**Title:** Aksa Energy, Mali (Eastern Africa)

**Duration:** 10 months

**Project Description:** 44 MW power plant Relocation in which i handled a key role of procurement and completed the project in record time of 10 months.



**Title:** Enelac, Diego (Madagascar)

**Duration:** 11 Months

**Project Description:** 22MW power plant was completed and we completed the project in time.



## EDUCATION QUALIFICATION

- Diploma-Automobile Engineering (2007-2010)
- ITI Mechanical Craftsmanship (2002-2005)

## PROFESSIONAL ENHANCEMENTS

### Certifications:

- April 2012: Successfully completed and passed the “**International Training for Volkswagen**” sales personnel thus qualified as a certified member of the Volkswagen Sales Staff.
- July 2018: Awarded certificate of achievement for successful completion of "**The Fundamentals of Digital Marketing**" by Google.
- March 2020: Awarded certificate of achievement for successful completion of “**The Fundamentals of using 6 Sigma in supply chain management**” by Alison.
- March 2020: Awarded certificate of achievement for successful completion of “**The Fundamentals of understanding Supply Chain Ecosystems**” by Alison.

## SOFT SKILLS

- Good negotiator
- Problem solving
- Adaptability
- MS excel
- DMS

## PERSONAL DETAILS

Date of Birth: 22<sup>nd</sup> November 1985

Civil Status: Married

Languages: English, Hindi, Tamil, Konkani

Passport No: N3430724

### **Declaration:**

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

**Place:** Abu Dhabi

**Date:** 28 June, 2022

**Preetham Britto**