

# SYAMDAS JAYADAS

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+971588755764 / +918547412252



## SYAMDAS JAYADAS

Sales Coordinator With Valid UAE Driving License

### CAREER OBJECTIVE

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills and I can assure the maximum productivity and efficiency at work. I could assure that I will maintain the integrity and work ethics of the working environment, thereby maintaining the reputation of the organization.

### EXPERIENCE

➤ **SALES ADMINISTRATOR** | Mar 2019 to Aug 2020

**Previous Organization: Quarry Mining LLC, Ras Al-Khaimah, UAE**

#### Scope of Quarry Mining LLC:

- Manufacturing and installation of Industrial Plants
- Bulk Handling plants, Conveyors, Sand washing plants
- Mineral processing plants, Waste handling
- Fabrication of steel structures
- Conveyor Belt Services, Supply of conveyor belt
- Rubber lining projects, shutdown jobs

#### Role & Responsibilities:

- Generating commercial offers of bulk handling plants, conveyor systems, de-dust filter systems, etc. as per technical requirements
- Process orders via email or phone
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answer queries
- Coordinate with project management team to ensure the timely fabrication, installation and commissioning of orders
- Liaise with the Logistics department to ensure timely deliveries
- Maintain and update sales and customer records
- Develop monthly sales reports
- Communicate important feedback from customers internally
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features

### PROFILE

Sales Coordinator with an ample knowledge in Bulk Handling Systems

### CONTACT

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Thiruvananthapuram,  
Kerala, INDIA

### EDUCATION

Diploma in Electrical and Electronics Engineering From Central Polytechnic College, Thiruvananthapuram, 2012-2015

### REGISTRATIONS/ CERTIFICATIONS

- Martin Engineering USA,  
Air Blasters Training

- TUV Rheinland IMS (ISO 9001:2015,  
ISO 14001:2015 & ISO 45001:2018)  
Internal auditor training program

### SOFTWARE SKILLS

-MS Office  
-ERP -RealSoft  
-ERP 10- Epicor  
-Tally ERP 9

### LANGUAGES

English – Hindi  
Malayalam –Tamil

## INDUSTRIES HANDLED

- Mineral Processing Plants
- Bulk Handling Systems
- Conveyor Systems
- Environmental Technologies
- Engineering & Designing

## SKILLS

- Great negotiation & analytical skills
- Excellent customer relationship builder
- Mastery at beating deadlines
- Teamwork
- Leadership
- Observation
- Time Management
- Coordination
- Communication Skills

## PERSONAL DETAILS

**NAME:** Syamdas Jayadas

**D.O.B:** 11 September 1994

**RELIGION:** Hindu

**MARITAL STATUS:** Married

**D L :** Valid UAE Light Vehicle License

## REFERENCES

CAN BE PROVIDED ON REQUEST

## ➤ **PROCUREMENT SPECIALIST** | Oct 2015 to Feb 2019

**Previous Organization : Quarry Mining LLC, Ras Al-Khaimah, UAE**

### **Role & Responsibilities:**

- Researching and identifying prospective suppliers.
- Liaising with internal project teams and maintaining strong supplier relations.
- Evaluating products and suppliers according to key business criteria
- Preparing proposals, requesting quotes, and negotiating purchase terms and conditions
- Preparing and issuing purchase orders and agreements.
- Coordinating local purchase team and purchase department petty cash handling
- Monitoring supplier performance and resolving issues and concerns
- Inspecting and evaluating the quality of purchased items and resolving shortcomings.
- Analyzing industry and demand trends and supporting senior management with the development and implementation of sourcing strategies
- Preparing reports and maintaining accurate inventory and procurement records.
- Complying with company policies, procedures, and regulatory standards

## ➤ **SOME OF MAJOR CLIENTS INTERATED & RELEVANT PROJECTS**

- Powdered potash conveying system at Jordan of **Haver & Boecker Niagara, Germany / 2020**
- Conveyor system at Jordan of **IBAU Hamburg, Germany / 2020**
- Crushing plants and plant maintenance at Tanzania of **Knauf GmbH, Germany / 2020**
- AMC with **Waste Management Authority RAK, UAE / 2018-20**
- AMC for complete conveyors of **Lafarge Emirates Cement LLC, UAE / 2018-20**
- Maintenance on complete crushing plant of **Musandam Rock LLC, Oman / 2018-19**
- Conveyor systems at **Industrial Mineral Company, KSA / 2019**
- Magnesite crusher plant at **Ma'aden Saudi Arabia Mining Co. /2019**
- Crushing plant at **Sodamco SAL, Lebanon / 2019**
- Stainless Steel Fish Drying Plant of **RAK Port, UAE / 2018**
- Hydrate feeding system project of **Petrofac International UAE LLC / 2017**
- Crushing and screening plants of **Industrial Quarry and Cement, UAE / 2016**
- Crushing and screening plants of **Bin Lahej Crushers LLC, UAE / 2016**
- Crushing, screening and de dust filter systems of **Stevin Rock LLC, UAE / 2015-20**

## ➤ **DECLARATION**

I solemnly declare that all the information furnished in this document is free of Errors to the best of my Knowledge