

# AJAS P A

## SALES / LOGISTICS COORDINATOR

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### Objective

Learning new possibilities of trade and international sales support to deal with challenging business environment jobs, searching for the opportunity to serve the advanced level sales requirements of the firm and to offer it with the best integrated results.

### Skills

Microsoft Excel	<div><div></div></div>	Very Good
Erp-9	<div><div></div></div>	Very Good
Sales force	<div><div></div></div>	Very Good
Shipping procedures	<div><div></div></div>	Good
Database management	<div><div></div></div>	Good
Communication skill	<div><div></div></div>	Excellent
Team handling	<div><div></div></div>	Very Good

### Work History

2022-2023

#### Sales coordinator

**CENTRAL HARDWARE LLC (SISTER CONCERN OF FINE TOOLS TR)**

- Assist sales department and sales team with all sales department needs, participate and Attend Sales calls and necessary documents are complete, compliant, and close Successfully.
- Prepare daily sales & purchase reports for Management.
- Provide good customer service with follow-up on any /all requests on behalf of the Account Executive.
- Taking customer and vendor phone calls and responding quickly and efficiently
- Respond to common inquiries or complaints from customers.
- Identify where improvement is needed in sales practices and make suggestions for Improvements.
- Other duties assigned by immediate Supervisor or Manager on an as-needed basis.

2021-2022

#### Logistics Coordinator

**FLIPKART PVT LTD**

- Coordinate the movement of goods, equipment and trucks internationally and domestically, ensuring timely and safe delivery of logistics
- Play a key role as a member of container chartering team for 8+ contracts gross value exceeding 47m annually

- Develop daily logistics movement and personnel reports for senior management and monitor the activities to ensure accuracy and efficiency
- Ensure invoices are accurate and received in a timely manner
- File shipment data, import and export documentation and post information when required
- Managed strategic resources to ensure cost effective procedures
- Lead a high performance team, dedicated to complying with rules and regulation
- Established direction while maintaining positive communication with all employees
- Worked advance a positive supply chain and powerful logistics networks

2019-11 -  
2020-12

## Operational EXECUTIVE *FLIPKART PVT LTD*

- Handling all activities related to procurement and logistics.
- Maintaining reports of inventory and upcoming purchases across all branches.
- Procuring high quality products while maintaining optimal logistics cost.
- Maintain metrics and analyze data to asses the performance and implement improvements
- Direct, optimize and coordinate full order cycle.
- Track quality, quantity, stock, transport cost, delivery timelines and productivity

## Education

2015-06 -  
2018-04 -

**Bachelor of Commerce: B Com**  
ARNI University - India

## Languages

English	<div><div></div></div>	Very Good
Hindi	<div><div></div></div>	Very Good
Malayalam	<div><div></div></div>	Excellent
Tamil	<div><div></div></div>	Good

## Visa status :

**VALID UAE VISIT VISA**