



AMAL BABU

Sales & Operational Co Ordinator – 3 Year

Experience in India Targeting challenging position as an Sales Co Ordinator / Sales Person/ Data Entry Operator with a renowned organization

 **Phone** : +971 567 17 755 87(UAE) /
+918891691727(IND)
 **E-mail** : amalb2432@gmail.com
 **Address** : Dubai, UAE

Soft Skills



Educational Qualification

- ✓ Vocational Higher Secondary
- ✓ Certificate in Computer operation and Application (COA)

Career Summary

- Data Entry and Computer Operation
- File Management & Operating System (MS Windows)
- Word Processing (MS Word)
- Data Analysis and Visualization (MS Excel)
- Presentation Graphics (MS Power Point)
- Tools: Notepad, Word pad and Paint

Experience

LUCKY Earth Movers & Spare Parts

As Operation and Sales Co Ordinator (2020-2023)

- ❖ Managing Clients and arranging machine for timely basis
- ❖ Selling Parts according to Client Requirement
- ❖ Ordering Parts on timely Basis
- ❖ Data Analysis and Data entry for Rental Equipment and Spare Parts

Critical Strengths



Personal Details

Date of Birth: 14th November 1999
Languages Known: English, Malayalam, Hindi and Tamil
Nationality: Indian
Marital Status: Single
Passport No : B8625903

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

AMAL BABU