

AJAY NAIR

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Villa No. 6, Al Twar 2, Dubai



Driving License

Indian

United Arab Emirates



Education

Shree Narayana Guru Vidhyalaya

SSC (GUJARAT STATE EDUCATION BOARD)

Industrial Training Institute - Ahmedabad

Motor Mechanic Vehicle

LJ Polytechnic -Ahmedabad

Diploma in Automobile Engineering



Experience

Ugarit City Paints Trading LLC

07/24 - Current

Sales coordinator

Managing sales team tasks and daily coordination. Handling customer inquiries and resolved issues. Preparing and processing LPOs accurately. Supporting order tracking and delivery follow-up

Safinat Group Dubai

05/23 - 04/24

Sales coordinator

Order processing and follow-up. Coordinating with sales, warehouse, and logistics teams. Maintaining sales records and preparing reports. Handling customer inquiries and quotations

Proficient in MS Excel, Word, and PowerPoint.

ERP/CRM software experience.

Achieved sales of over AED2 lakh within 3 months by effectively coordinating with clients, following up on leads, and ensuring timely order fulfillment.



Skills

Possess strong skills in lead generation, client relationship management, and sales negotiation, with a proven ability to meet and exceed sales targets. Experienced in both B2B and B2C environments, with a solid understanding of customer needs analysis and market trends. Proficient in using CRM tools like Salesforce and MS Excel for tracking sales performance and preparing reports. Adept at delivering persuasive sales presentations, managing post-sales service, and maintaining long-term client relationships.



Reference

Mrs. Hafsa Yakub - Safinat Group

**Mr. Shamik Mehta - KATARIA
AUTOMOBILES Pvt Ltd**

Team leader



Languages

English

Malayalam

Gujarati

Hindi

Tamil

Arabic(Learner's Level)

KATARIA AUTOMOBILES Pvt Ltd.

09/2016 - 01/2023

Corporate sales executive

Building long-term client relationships. Post-sale service coordination
feedback professionally. Customizing offers based on client

Communication & Soft Skills

Strong verbal and written communication. Presentation skills
self-motivated. Time management and multitasking. 1

Technical/Product Knowledge

In-depth knowledge of Maruti Suzuki vehicle lineup. All vehicle
technologies. Finance and insurance options (EMI, loan

Certifications

Maruti certified Sales Champion

ASPI CARS

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Trainee technician

Skills Trained in: Vehicle diagnostics and basic repair procedures
Preventive and corrective maintenance

Familiarity with engine, transmission, and braking systems

Automotive electrical systems: wiring, sensors, battery handling

Operation of diagnostic tools (OBD scanners, multimeter)

Neighborhood Motors Ahmedabad

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Technician

Step 1 Service Advisor Training – Hyundai Motor India Ltd.

Covered Hyundai service processes, customer handling, DMCA
service upselling techniques.

Developed core skills in customer communication, job card preparation

Collaborating with technicians and parts department

Multitasking in a fast-paced environment

Conflict resolution and empathy in service delivery



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