



# ANSHIF HASIB

## SALES COORDINATOR

### EDUCATION

#### SCHOOL GRADUATE

M.I.C EHSS | 2014

#### HIGHER DIPLOMA

Logistics and Supply chain Management | 2015

### WORK EXPERIENCE

#### TOPCARE GEN. MAINTENANCE & PACKING -ABU DHABI Sales Coordinator | 2023-2024

- Coordinate with sales, operations, customer service, and finance teams for smooth business operations.
- Maintain CRM systems to track leads, sales, and customer interactions.
- Communicate with customers, addressing concerns and providing updates.
- Resolve issues and complaints promptly and professionally.
- Market Research to identify trends, potential opportunities for business growth.
- Support sales team by handling inquiries, quotes, and lead follow-ups.
- Prepare invoice, quotes and paperwork distribution for customers.
- Coordinate transportation of goods between locations.
- Supervise packers, movers, and drivers for task execution.
- Monitor and manage operational costs effectively.

#### ALBASHRAT BUILDING MATRIALS TRADING-DUBAI Sales Coordinator | 2018-2022

- Coordinate with sales, operations, customer service, and Coordinating schedules and appointments.
- Supporting the sales team with administrative tasks.
- Manage phone calls and correspondence e-mail, faxes etc.
- Managing customer inquiries.
- Procuring materials from various market suppliers and securing them at competitive prices.
- Preparing Sales Report/Quotations/PO.
- Checking of order processing , Timely delivery, and Payment follow-up.
- Maintain and update customer relationship management (CRM).
- Coordinating appointments, meetings, and conferences.
- Ordering and managing office supplies, inventory, and equipment.

### CONTACT



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Abu Dhabi - UAE

### SUMMARY

Passionate about forging a career path within a leading-edge high-tech corporation, surrounded by individuals dedicated to excellence. Seeking an environment that fosters growth, where I can push boundaries, unearth my potential, and make meaningful contributions.

### LANGUAGES

English: High level

Hindi: High level

Malayalam: High level

### EXPERTISE

MS OFFICE

TALLY ERP

### SKILLS

Negotiation

Sales Support

Invoicing

Record Keeping

Customer Service

### DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and i bear all the responsibility for any correction of above mentioned particulars.

ANSHIF HASIB