

PROFILE SUMMARY

Highly motivated and dedicated Sales Coordinator with 6 years of experience in FMCG and Automotive industry. Experience in relation to progressive sales support, improving sales & customer service operations, and data analysis. Experienced in working with management and cross-functional teams to development and implement best practices that improve departmental efficiencies while offering proven skills in providing outstanding support to either customers or internal team.

WORK HISTORY

Sales coordinator

CATERING SOLUTIONS TRADING LLC (FMCG) Muscat, Ghala, Oman

Sep 2022 - Present

- Develop and maintain strong relationship with key clients.
- Collaborate with internal teams to develop and implement effective sales strategies.
- Negotiate contracts and agreements with clients to ensure mutually beneficial outcomes.
- Stay up to date with industry trends, market conditions and competitor activities.
- Provide regular reports and updates to the management on sales performance and market insights.
- Monitor and analyze warehouse stock level for retailer/clients to ensure they meet targeted stock cover levels.
- Collaborate with the marketing team to execute sales promotions, discounts, and advertising campaigns.
- Handle customer inquiries and resolve issues promptly.
- Coordinate with the warehouse regarding the distribution of inventory to the field sales team to maintain appropriate.

Sales coordinator

Happy Jump For Electric Cars LLC (Automobiles), Abu Dhabi, United Arab Emirates

March 2018 - Jun 2021

- Monitor sales performance and analyze trends.
- Develop and maintain relationship with clients and vendors.
- Create and update sales records and reports.
- Manage customer accounts and provide customer service support.
- Schedule and coordinate sales activities.
- Coordinate with other departments to ensure timely delivery of products and services.
- Coordinated and finalized sales proposals to complete purchases.
- Manage and operate all business transactions in a ethical manner.
- Prepare sales presentations and proposals.

QUALIFICATIONS

Bachelor of commerce (Tax procedure & practice)

Government KNM Arts and Science Collage Kanjiramkulam (Kerala University)
Trivandrum, Kerala, India

June 2014 - April 2016

CERTIFICATION

Diploma in SAP Finance (AR, AP and management accounts)

GTEC computer education institute

June 2018 - Apr 2019

Diploma in G-accountant (Tally, payroll, MS office)

GTEC computer education institute

Apr 2017 - May 2018

TECHNICAL SKILLS

- CRM
- Negotiation
- Accounting
- Data analysis
- Microsoft Dynamic GP
- Erp Software
- MS Office

PERSONAL SKILLS

- Team player
- Time Management
- Problem Solving
- Attention to detail

PERSONAL DATA

- SEX : MALE
- NATIONALITY : INDIA
- PASSPORT NUMBER : P3403538
- MARTIAL STATUS : MARRIED
- DATE OF BIRTH : 13-10-1993

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil