



Sini Mathew

Sales coordinator

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Dubai, UAE

Results-oriented Sales Coordinator with 5+ years of experience in optimizing sales processes and boosting team productivity. Proficient in office software and adept at managing client relationships. Skilled in multitasking, organization, and deadline management. Proven track record of driving sales success through efficient coordination and strategic support.

EXPERIENCE

Nov 2020 – Dec 2022 **Shop Manager - Al Asli Supermarket, Ajman**

Receive and forward communications to different staff and departments, prepared and maintained accounts. Proficient in using office software and tools, ensuring accurate and streamlined data management. Strong problem-solving abilities and adaptability to changing administrative demands.

Apr 2019 – Oct 2020 **Asst Sales coordinator - Real Mineral Water Purification L.L.C., Ajman**

Handled calls, created, and maintained sales reports, established active communication, and engaged with Sales Representatives to ensure prompt processing of orders and assist all administration duties.

Apr 2017 – Feb 2019 **Admin Asst - Al Rayan Drinking Water Purification L.L.C., Ajman**

Handled calls, created, and maintained sales reports, established active communication, and engaged with Sales Representatives to ensure prompt processing of orders and assist all administration duties.

EDUCATION

- **Bachelor of Commerce**

Calicut University- India

STRENGTHS

I believe in smart and hard working. I am proficient in Office software like Excel and Word. My time management and sincerity are the key for my success. I am also proficient in English, Hindi and Malayalam. I am goal oriented and ready to shoulder any responsibility.

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge, and I ensure you that I will do my job sincerely.

Sini Mathew