



CALVIN GILBERT

Sales Coordinator Cum Admin

CONTACT



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Hassani Staff
Accommodation,
Nr Hassani Head Office,
DIP Dubai, UAE

EDUCATION

BSc. Hotel Management
(University Of Calicut)
NIMIT, Kerala, India
(2014-2017)

OTHER DETAILS

Passport No: R7356535
Date of Issue: 22/12/2017
Date of Expiry: 21/12/2027
Place of Issue: Thrissur
Kerala (India)
UAE Driving License No:
4491747 (Manual)

(ON RESIDENT VISA)

OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb career ladder through commitment and projects.

WORK EXPERIENCE

SALES COORDINATOR CUM ADMIN

Hassani Group of Companies | Dubai Investment Park 1
Dubai | UAE | 2021 March - Present

- Proficient in MS Office, ERP Systems etc.
- Preparation of weekly and monthly sales reports categorized on customer and SKU for manager and management.
- Managing sales and labor team of 10 members.
- GRL, GRI entry and in the system.
- Purchase order entry in the system and frequent follow up on delivery of goods of the same.
- Weekly generation of stock report and verification of the same in order to avoid downward spiral of business.

SKILLS

MS Excel	<div></div>
MS Word	<div></div>
Orion-Oracle	<div></div>
MS Powerpoint	<div></div>
Communication	<div></div>
Teamwork	<div></div>

PERSONAL DETAILS

Date of Birth	:	18 th Mar 1995
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages	:	English, Hindi, Tamil & Malayalam