



Abdul Hysham Ph

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Customer focused sales coordinator with 2 years sales experience. Adept at forming trusting relationship with customers and upselling products or services where appropriate

Professional Experience

Bhasuri Inn

06/21 - 08/23

Supervisor Cum Cashier

- Responsible for overseeing housekeepers who clean rooms and ensuring that they complete their duties satisfactorily.
- Room service that include preparing meals in the kitchen, delivering them to guest rooms and cleaning up after a meal.
- Customer service that answering questions, solve problems and ensure that the customer is satisfied with their stay.
- Processed an average of 150 transactions daily with a 99.9% accuracy rate.
- Assisted customers with product queries, ensuring a positive shopping experience.
- Managed cash drawer, ensuring accurate cash handling and daily reconciliations and Collaborated with the team to maintain store cleanliness and product displays.

R.S TEXTILE

08/23 - 12/23

Data Entry And Analyst.

- Consistently maintained a 99% accuracy rate while entering large volumes of data into databases, resulting in improved data quality and increased efficiency.
- Developed and implemented new data entry procedures and standards, resulting in a 20% reduction in errors and a 15% increase in productivity.
- Collaborated with cross-functional teams to troubleshoot and resolve data entry errors, resulting in a 25% reduction in error resolution time.
- Generated reports from databases and analyzed data to identify trends and patterns, providing valuable insights to inform business decisions and improve organizational performance.
- Perform data cleansing and validation to ensure accuracy and completeness of data, resulting in 30% of reduction in data errors and improved data quality.
- Created and maintained data entry forms, streamlining the data entry process and reducing the time required to enter data by 20%.

Naveen Enterprises Pappai

05/19 - 05/21

Sales Coordinator

Responsible for supporting the company sales team and ensuring that they have the tools, Support and resources needed to set them apart from the competition. Managing all the sales related activity.

- Responding to sales queries via phone and e-mail.
- writing up accurate correct sales correspondence
- Tracking sales orders to ensure they are sent out.
- Effectively communicating with new customers.
- Ordering and ensuring the delivery of goods.
- Multitasking.

Education

JA arts and science college chennai
BA Travel And Tourism - First class

07/16 - 04/19

Languages

- English
- Malayalam
- Hindi
- Tamil

Personal Strength

- Willingness to learn.
- Can easily work in a group.
- Honesty and Smart working.
- Ability to pickup new trends very quickly.
- Experience in planning and execution of production planning.
- Excellent analytical and problem solving skills.
- Good communication and Organisation skills.
- Familiar with the usage of research and internet - related technologies.

Key Skills

- Microsoft office, G suite, CRM systems,POS, Tally and VAT.
- Cold calling and upselling products and services.
- Photoshop,web designing.
- Typing.

Interests

- Reading - 'power of now' and 'Rich dad poor dad' is my favourites.
- Movies - 'pursuit of happiness' and 'schindlers list' is my favourites.