



GOUTHAMI B

Sales Co-Ordinator/Admin

SUMMARY

Experienced Sales Coordinator with a proven track record in managing sales activities and fostering client relationships at IOT WORLD. Demonstrates strong skills in relationship management, multitasking, and administration, with a background as a Sales Executive Agent at Ajman Bank and Receptionist/Admin at Green Mount East Food Stuff Trading LLC. Adept at enhancing customer satisfaction through effective communication and problem-solving, aiming to leverage expertise in marketing and sales strategies to drive business growth.

WORK EXPERIENCE

Jan 2025 - present

IOT WORLD IT SOLUTIONS

SALES COORDINATOR

- Coordinated daily sales activities, managing schedules and delegating tasks to team members for efficiency.
- Developed and maintained strong relationships with key clients to foster loyalty and repeat business.
- Managed customer queries and complaints, offering solutions that enhanced client satisfaction.
- Performed administrative tasks, including processing sales orders and issuing invoices.

June 2024 - Dec 2024

Green Mount East Food Stuff trading LLC

Admin/Receptionist

- Oversee front desk activities, welcoming guests and guiding them to relevant personnel.
- Handle incoming and outgoing mail, including sorting and distribution to relevant departments.

Mar 2023 - April 2024

Ajman Bank

Sales Executive agent


- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Built exceptional customer satisfaction by delivering friendly service.
- Achieved company targets by implementing successful sales strategies.

LANGUAGES

- ENGLISH - Proficient
- TELUGU - Proficient
- HINDI - Intermediate
- TAMIL - Intermediate

Contact

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 Dubai

EDUCATION

CATERING SCIENCE & HOTEL
MANAGEMENT

BHARATHIA UNIVERSITY

2017 - 2021

MEC Intermediate

Andhra Pradesh residential

Jr.College

2015 - 2017

AREA OF INTREST

- Front desk
- Administration
- F&B Associate
- Cashier
- Multitasking
- Relationship Management

SKILLS

- MS word
- MS Excel
- Data Entry
- Quotations
- Multitasking
- Schedule planner