



DOB: 24/10/1993

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DRIVING LICENSES:

- UAE
- KSA

LANGUAGES

- Arabic
- English
- Hindi
- Malayalam
- Tamil

EDUCATION

- **Advanced Diploma in Logistics and Retail Management**
Government College
Kottayam, Kerala, India 2016 – 2017
- **Bachelor of Arts -History**

Mar:Thoma College Thiruvalla.
Kerala, India 2013-2016

KEY SKILLS AND CHARACTERISTICS

- Problem-solving
- Interpersonal skills
- Communication
- Time management
- Adaptability
- Electronic & Media Proficiency

JAISON JAMES

SALES COORDINATOR

WORK EXPERIENCE

SALES COORDINATOR CLI Middle East FZCO - DUBAI 2022-2023 JOB RESPONSIBILITIES

- Manage and process sales orders accurately and efficiently, ensuring that all required documentation is complete.
- Assist in preparing price quotations and proposals for potential customers based on their requirements.
- Communicate with customers to address inquiries, provide product information, and ensure a high level of customer satisfaction.
- Monitor and manage inventory levels to ensure product availability and prevent stockouts.
- Maintain and organize sales documents, contracts, and agreements. Ensure that all paperwork follows company policies and industry regulations.
- Collaborate with other departments such as marketing, logistics, and finance to ensure a seamless flow of information and coordination of activities.

SALES EXECUTIVE AI-SAFI DANONE – SAUDI ARABIA 2019-2021 JOB RESPONSIBILITIES

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages

DECLARATION

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.

JAISON JAMES