



JITHEESH BABU

Experience: Sales and Procurement, Sales and Project Coordination,
Accounts, Corporate Sales, Team Leading, Marketing

PROFILE SYNOPSIS

- + More than 8+ years of experiences in sales, procurement, marketing in various industry.
- + Extensive expertise in client's need analysis.
- + Ability to lead and work on multiple projects concurrently.
- + Ensures achievement of monthly targets.
- + Provide better customer service and ensure business continuity and long-lasting relationship.
- + Vigilant in site investigation and documentation.
- + Comprehensive knowledge with MS Office Suite.
- + Develop viable, cost-effective, and strategic procurement strategies.

CORE COMPETENCIES

- | | |
|------------------------|--------------------------------------|
| + Customer Elicitation | + Strategic & Marketing Planning |
| + Time Management | + Sales & Business Development |
| + Sales Coordination | + Key Account Management / Retention |
| + Team Handling | + Risk Management |
| + Forecasting | + Data Analysis |

EXPERIENCE

Sales and Project Coordinator (Aug 2023 to Till)

Water Matrix Technologies Fze



- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Coordinate sales team by managing schedules, preparing quotations, communicating relevant information.
- Update & report on delivery, inventory levels & dispatch requirements the shipment of final products according to customer requirements
- Develop viable, cost-effective, and strategic procurement strategies.
- Communicate the value of strategic sourcing and procurement to key stakeholders.
- Evaluate and select chosen suppliers using a set criteria such as quality, price, delivery and sustainability.
- Negotiating various contracts with vendors on quality, price and delivery.
- Keep track of all goods and services ordered and received with a comprehensive inventory.
- Ensure responsible procurement practices are being met and comply with company objectives.
- Creation of purchase orders.
- Calculate all order costs and evaluate invoices for accuracy.
- Prepare and update reports, records and pricing lists.
- Preparing for Method of statement, draft warranty certificates presentations ,acknowledgment Receipts and Tender documents
- Arranging sales meeting on a weekly basis by creating & maintaining sales reports
- Coordinate sales team by managing schedules, preparing quotations, communicating relevant information.

PHONE

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EMAIL

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LINKEDIN ID

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VISA STATUS

EMPLOYMENT VISA

PASSPORT NUMBER

N9881697

NATIONALITY

INDIAN

DATE OF BIRTH

05-02-1995

LANGUAGES KNOWN

ENGLISH, HINDI, TAMIL, MALAYALAM

DRIVING LICENSE UAE

License Number: 2900220

KEY SKILLS

Active Listening
CRM and IT Skills
Numerical Skills
Contract Management Skills
Team Player
Smart Work
Positive Attitude
Good Financial Understanding
Planning
Documentation
Problem solving
Sustainability
Negotiation skills
MS Office

SALES AND MARKETING SKILLS

- + Team Management
- + Objections Handling
- + Listening skills
- + Digital savvy
- + Revenue- driven marketing
- + Post-Sale Relation
- + Product training
- + Product Knowledge
- + Listening
- + Generating Sales
- + Team Play
- + Closing Techniques
- + Presentation Software
- + Microsoft Outlook
- + Sales software CRM
- + Estimating
- + Demonstrating Products
- + Data Analysis
- + Demo Skills
- + Telephone Etiquette
- + Lead generation
- + Forecasting
- + Negotiation
- + Follow-up
- + Deal Closing

SEMINARS ATTENDED

Attended seminar at Coimbatore for
The Foreign Direct Investment

Attended seminar at Nehru Arts and
Science College at Coimbatore for
**Topic Satisfaction Level of
Customers in Online Shopping**

ACHIEVEMENTS

Best Performer Award for sales for
INDUSINDBANK INDIA

Sales Coordinator and Procurement Assistant (Jan 2022 to July 2023)

NUVAC GLOBAL TRADING



- Identifies business opportunities by prospecting and evaluating their position in the industry, researching, and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects, recommending solutions.
- Negotiating various contracts with vendors on quality, price and delivery.
- Keep track of all goods and services ordered and received with a comprehensive inventory.
- Ensure responsible procurement practices are being met and comply with company objectives.
- Creation of purchase orders.
- Calculate all order costs and evaluate invoices for accuracy.
- Prepare and update reports, records and pricing lists.

Sales and Marketing Specialist (July 2017-Dec 2021)

INDUSIND BANK INDIA



- Designing and implementing marketing plans for company products.
- Contributing to the development of marketing strategies.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.
- Maintaining client relations.
- Create and submit reports to senior management.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports.
- Maintaining excellent relationships with customers that are built on trust and encouraging the rest of the sales team.

Sales cum HR Coordinator (June 2016- May 2017)

POPULAR VEHICLES AND SERVICES PVT LTD



- Contact clients with interest in procuring automobiles to offer them sales deals.
- Maintain a list of new/existing customers and occasionally communicate with them to discuss business opportunities.
- Coordinate and delegate the task to the appropriate person of the team.
- Develop and implement strategies to enhance sales efficiency and increase generated revenue.
- Interact with customers to identify their requirements and assist them in selecting a car that meets their specifications.
- Oversee the processing of client orders to ensure timely delivery of purchased units.
- Set sales objectives and establish action plans for achieving set targets.
- Oversee the merchandising and display of cars in a sales outlet.

EDUCATION

Master of Business Administration
(MBA)

Sep 2019

Bachelor of Business Administration. (International Business)
(BBA.IB) Nehru Arts and Science College (Bharathiar University)

April 2016