

JESIN THAHA

Sales Coordinator (Retail)

MBA graduate with a data-driven approach and hands-on sales experience. Proven ability to analyze customer needs, develop targeted marketing campaigns, and build strong client relationships in high-pressure environments. Seeking a role to leverage my expertise and drive profitable growth.



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AlQuoz, Dubai, United Arab Emirates

Visa Status : Visit Visa

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WORK EXPERIENCE

Sales Coordinator V-Mart Hyper Market(Retail)

01/2018 - 12/2023

Trivandrum,Kerala

Indoor Sales -Retail

Achievements/Tasks

- Assist sales representatives with order processing, quote preparation, and contract finalization.
- Maintain accurate records of customer orders, invoices, and payments.
- Generate sales reports and analyze data to identify trends and track team performance.
- Answer customer inquiries about products, promotions, and deliveries.
- Manage inventory levels and reorder products to prevent stockouts.
- Liaise with suppliers and distributors to ensure timely deliveries and product availability.
- Maintain accurate and up-to-date pricing information on all products.

Sales Assistant Al Dammam International,Dubai

05/2017 - 12/2017

DUBAI,UAE

CONSULTANCY COMPANY

Achievements/Tasks

- Sales Support:** Assist the sales team in prospecting, lead generation, and client follow-ups.
- Administrative Tasks:** Manage paperwork, contracts, and documents related to sales transactions.
- Coordination and Collaboration:** Liaise with different departments like marketing, finance, and operations to ensure seamless workflow and timely delivery of services.
- Client Communication:** Act as a point of contact for clients, addressing inquiries, providing information, and ensuring a smooth client experience.
- Sales Strategy Support:** Contribute ideas and insights to enhance sales strategies, based on observations and interactions with clients.
- Client Coordination:** Acting as a liaison between consultants and clients, scheduling appointments, and managing client communications.
- Proposal Assistance:** Assisting in the creation and formatting of proposals, ensuring they align with company standards and client requirements.

SKILLS

Customer relationship management



Leadership and team management



Problem solving and multi tasking



Time Management



Crisis Management



EDUCATION

Master Of Business Administration(MBA) AIIM ,University Of Kerala

03/2010 - 03/2012

TRIVANDRUM,KERALA

Courses

- Marketing and Finance

Bachelor Of Commerce(B.COM) University Of Kerala

03/2007 - 02/2010

TRIVANDRUM,KERALA

Courses

- Finance and Cooperation

Twelfth Grade Raja Ravi Varma Central School(CBSE)

01/2005 - 03/2007

KILIMANOOR,KERALA

Courses

- Science

Tenth Grade Raja Ravi Varma Central School(CBSE)

01/2004 - 03/2005

KILIMANOOR,KERALA



WORK EXPERIENCE

Sales Officer

THE INDIA CEMENTS LTD, TRIVANDRUM

04/2015 - 04/2016

Trivandrum, Kerala

Achievements/Tasks

- ▶ Identifying potential dealers in assigned market area Increasing volume of sales of existing dealers
- ▶ Maintaining good rapport with all dealers and their sub dealers
Communicating schemes to all dealers and sub-dealers and achieve targets.
- ▶ Enhanced sales operations through development of new sales strategies, cold calling techniques and customer follow-up
- ▶ Collaborated with channel partners to identify and qualify mutually rewarding sales and business opportunities. ·
- ▶ Achieved dramatic sales increase by skillfully managing relationships and proactive sales approaches. ·
- ▶ Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- ▶ Identified and qualified new distributors to increase market share in key territories.
- ▶ Worked diligently to resolve unique and recurring complaints, promoting loyalty and enhancing operations.

Branch Sales Officer

HDFC BANK LTD, ATTINGAL

09/2012 - 04/2015

Attingal Kerala

Achievements/Tasks

- ▶ Responsible for achieving monthly sales targets, for various products and services offered of HDFC Bank
- ▶ Proactively identify sales prospects and do business development activities in geography assigned
- ▶ Follow up on new leads and referrals to generate business Managed over 40 customer calls per day
- ▶ Built and deepened long-term relationships with customers.
- ▶ Achieved individual and branch targets on consistent basis.
- ▶ Resolved customer complaints to maintain high level of satisfaction.