

# 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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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.