# **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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### **Sales Coordinator** V-Mart Hyper Market(Retail)

01/2018 - 12/2023 Indoor Sales -Retail Trivandrum.Kerala

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 CONSULTANCY COMPANY **DUBAI,UAE** 

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.



Customer relationship management







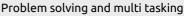
Leadership and team management



















Time Management









Crisis Management











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

03/2010 - 03/2012 TRIVANDRUM KFRALA

Marketing and Finance

# Bachelor Of Commerce(B.COM) University Of Kerala

03/2007 - 02/2010 TRIVANDRUM, KERALA

Courses

Finance and Cooperation

# Twelth 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



#### 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.