

## **MAYUR DUBEY**

Current location: Umm Al Quwain, United Arab Emirates

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### **Profile Summary:**

Highly organized known for adding value to fast-paced organization. Exceptional accomplishments in sales and management across Logistics Industries. Strongly dedicated and reliable with an outstanding client satisfaction history and hard work ethic. Skilful at functioning well as an independent professional operating as part of a retail executive management team. Especially skilled at maintaining quality relationship networks with clients and vendors and all levels of staff with a high degree of courtesy and professionalism.

### **Core Competencies:**

- Communication and Interpersonal Abilities
- Adaptability and Problem Solving
- Teamwork and Collaboration
- Proficiency in Sales CRM
- Time Management to handle multiple tasks and deadlines

### **Career Experience:**

#### **SALES COORDINATOR**

**Al Arabi Group, UAQ, UAE**

**Duration: From July 2022 to Present**

Company does Logistics and Transportational Activities throughout UAE and the Middle East

Carrying out Sales and Operational Activities

- Main Point of Contact for Clients and Vendors
- Continuous Target Achievements
- Planning Effective Utilization of Fleet
- Preparing Quotes and Carrying out Bidding
- Facilitating Smooth Operation and Shipping Documentation Procedures

**COMMERCIAL MANAGER****Balabel Al Batna International LLC , Sohar, Oman****Duration: From March 2021 to June 2022**

Organization mainly into Manpower Supply for Industrial Civil, Offshore and Mining projects

Handled OverAll Manpower Management

- Developing and Implementing Long & Short term goals aligning the Company Objectives
- Lead , Manage and Support Day to Day Operations
- Collaborate with HR Team and handling queries of employees
- Ensure accurate and timely documentation of key activities

**CUSTOMER SERVICE & SALES REPRESENTATIVE****Emerge Services, Mumbai , India****Duration: From April 2019 to January 2021**

Consultancy for business development Services for US Medications

Handed Customer queries and Sales.

- Handling Customer queries, take orders and process return
- Illustrate customer about the products and services comparing to competitors
- Specific goals where to convince customer to buy the medications replacing current generic medicines
- Review customer accounts and make changes accordingly

**SPORTS BROADCASTER****Hotstar (Star TV), Mumbai, India****Duration: From January 2018 to February 2019**

Leading Video Platform

Broadcast Sports , Advertisement and Support functions.

- Compile feeds and assembling footage
- Signaled Announcing for maintaining smooth flow
- Organizing Audio, Visual equipment.
- Preparing Quotes and Carrying out Bidding
- Mixing Image and pre-recorded audio for building effects.

**Academic Credentials:**

**BA in Film Making & Media Production**

**Duration: 2018 to 2020**

Mumbai University, Mumbai, India

**Personal Details:**

Date of Birth: 26-11-1998

Gender: Male

Nationality: Indian

Marital Status: Single

Visa Status: Employment Visa

Driving License: No

Languages: English, Hindi, Marathi