📞 + (971) 55-345-9810   ✉ sriprasanna71287@gmail.com   in mithunjayprasanna

PRASANNA MUTHU

Assistant Team Leader cum Sales Coordinator: Sales Representative with over 2 years in fast-paced customer service and Dynamic Sales Coordinator versed in generating and generating sales reports. Train new joiners about product knowledge and company polices & procedures. Superior record of sales growth and customer retention. As an Assistant Team Leader I am personable good at building loyal relationships, solving problems, and Increasing Sales.

SKILL

- ❖ *Excellent verbal and written communication*
- ❖ *Inspiring leadership style*
- ❖ *Team motivation techniques*
- ❖ *Target driven*
- ❖ *Market and competitive analysis*
- ❖ *Relationship management*
- ❖ *Fast Learner*
- ❖ *Sales training*

EDUCATION

Diploma in Corporate Finance
National Institute of Business Management, Tamilnadu, India
2010-2012

SSLC | 10TH
Higher Secondary School, Tamilnadu, India
2009-2010

REFERENCE

Mr. Paramesh. S (BDM)
Mycon Marketing Management
Department: Emirates Islamic Bank
Landline: 042026351
Mobile: 0582797697
Official email: paramesh.s@mycon.ae

EXPERIENCE

MYCON MARKETING MANAGEMENT, PORT SAEED, DUBAI
03.01.2022 to 28.10.2023
Standard Chartered Bank | Emirates Islamic Bank
ASSISTANT TEAM LEADER & SALES COORDINATOR

- ➤ *Handling the SALES TEAM as a ATL with the no of 20+ staffs to achieve the Targets set by the organization,*
- ➤ *Engage and educate customers on product usage Convey brand information to customers and respond to questions/inquiries that arise Responsible for daily/monthly sales targets,*
- ➤ *Investigate and address competitors' activities Prioritize and schedule proactive calls to the organization's accounts,*
- ➤ *Update and manage the contact database with accurate profiles, notes, and relevant information,*
- ➤ *Undertake training on the firm's markets and products, and improve on selling skills,*
- ➤ *Match sales opportunities that cover other products involving various sales representatives,*
- ➤ *Coordinating with the staff giving Product Training, Sales Tracking for each and individual employee, and updating the sales records in MIS,*
- ➤ *Completed administrative duties promptly and to meet company standards*
- ➤ *Followed up on sales quotes and potential leads within target timeframes,*
- ➤ *Facilitated regular communication to keep customers updated throughout sales process,*
- ➤ *Preparing MIS for month end sales records to the management and arranging team meet for month end review.*

106, Venus Tower,

 Al Mamzar, Al Ithihad Street,

Al Taawun, **Sharjah**.

PERSONAL DETAILS

Age: *33*

Nationality: *Indian*

Gender: *Male*

Maritial Status: *Married*

Visa Status: *Cancelled*

Spouse Name: *Nijeeshma K V*

Spouse Professional: *Teacher, Ajman*

LANGUAGES

English: *Fluent*

Tamil: *Fluent & Native*

Malayalam: *Fluent*

Telugu: *Fluent*

Hindi: *Conversational*

AREA OF EXPERTISE

- ❖ *Sales Coordinator*
- ❖ *Admin Assistant*
- ❖ *Operations Executive*
- ❖ *Assistant Team Leader*
- ❖ *Follow up Clerk*
- ❖ *HR Coordinator*
- ❖ *Logistics Coordinator*

WOQOD OIL AND GAS, DOHA, QATAR

03.01.2018 to 22.09.2021

ADMIN ASSISTANT

- ➤ *Attending all Customer Complaints for all departments &informing to Customer Care Service regarding the issues,*
- ➤ *Uploading the Sales Reports in Oracle on Daily Basis, Receiving Fuels in Bulk Tankers with Proper HSE,*
- ➤ *Monitoring all Staff behaviors and attitudes and reporting to the Station in Charge or Management about their Working Performance,*
- ➤ *Checking the Cash Counters & Taking Spot Check in Sidra Store and Petrol Fillers at routine basis,*
- ➤ *Performed the reports of Weekly, Quarterly and Annual performance reviews for the Sidra Store*
- ➤ *Car Maintenance & Fuel Sales,*
- ➤ *Preparing Bank Deposit Amount and bundling for deposit,*
- ➤ *Assist with day-to-day operations of the HR functions and duties,*
- ➤ *Assist in payroll preparation by providing relevant data, Coordinate communication with candidates and schedule interviews.*
- ➤ *Store keeper and stock management,*
- ➤ *Receiving Bulk Gasoline Tankers and filling the station tanks and calculating the delivery quantity with the receipts.*

Signature