



RAHUL ACHAN

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SUMMARY

Resourceful Executive/ Coordinator with 10 plus years of experience attending to customer needs and converting prospects to increase sales. Accomplished in emphasizing service features and benefits, preparing sales order forms and developing reports. Expert in overcoming objections from prospective customers to maximize sales opportunities.

SKILLS

- Sales Follow-Up
- Sales and Marketing
- Service Promotions
- Product Promotions
- Social Media , SAP,CRM
- Customer Acquisition, PO, Sales Proposals
- Organizational and planning skills ,3DsMax AutoCAD, Admin Tasks
- Team building, Network management
- Schedule Coordination

EXPERIENCE

Sales Development Executive, 12/2019 - 07/2023

Oriental Metals LLP, Cochin, Kerala

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines
- To Meet Architects, Engineers, Contractors and Dealers (to maintain relationship) to generate Business.
- Cultivated relationships with existing customers to encourage repeat business.
- Negotiated contracts with clients on behalf of the company.
- Trained junior sales staff on techniques for improving customer service experience.

Sales & Admin Coordinator, 03/2017 - 10/2019

George & Company LTD, Trichur, Kerala

- Optimize operational and financial performance and efficiency by strategically overseeing and managing reports and tracking payroll for the sales staff.
- Develop innovative PowerPoint presentations used by management to market executive support programs to potential pharmacy partners.
- Optimize operational and financial performance and efficiency by strategically overseeing and managing reports and tracking payroll for the sales staff.
- Arrange regional sales functions, reporting and tracking expenses, including hiring adequate staff and vendors to accomplish target ROI.

Admin & Credit Control Coordinator , 05/2015 - 01/2017**Gmap LLC**, Muscat, Oman

- Provide assistance to staff, managers, and senior-level officers as needed.
- Create, prepare, and deliver reports to various departments.
- Receive and forward communications to different staff and departments.
- Organize meetings and meeting schedules for each department.
- Perform clerical duties, such as filing, faxing, answering phone calls, and responding to emails.
- Coordinate with human resources to handle payroll and personnel database.
- Work with accounting departments to process invoices, make payments, and track receipts.
- Ensure conference rooms and other meeting spaces are prepared prior to use.

Sales Coordinator, 08/2013 - 03/2015**Gulf worldwide Distribution FZE**, Dubai

- To respond quickly and efficiently to all in-coming sales inquiries, by telephone, fax and email, preparing brochures as required
- Prepare and then follow up on sales quotations made for clients, negotiating terms with the client at a cost best suited for them
- Liaise between other departments and the client to provide the service most suitable to the client's needs, cost and time restraints
- To record the progress of all inquiries and translate into a monthly report, including source of business trends, inquiry conversion rates, future predicted sales and other reports as directed by the sales manager
- To liaise at all times with all team members and work as a team to reach targets set by the Vice President (sales)
- Assist the sales team, focusing mostly on managing schedules and the distribution.

Sales Coordinator- Back Office, 06/2010 - 12/2012**FAG Bearings India Ltd.**, Vadodara, Palace, Thrissur, Gujarat

- Conducted market research to identify potential customers for sales campaigns.
- Identification of Schaeffler offerings based on inputs provided by Customer/sales organization.
- Part of Sales is marketing team mainly working on Offers / tenders at the same time getting proper information on competition pricing and offering. Filling of RFQ with Sector Management at Germany and negotiation with them on market prices and availability.
- Interaction with Sector and Regional Management on Lost Order analysis.
- Generation of Management reports on offer success analysis
- Capture competition pricing and offering.

EDUCATION AND TRAINING**CADD Centre**, Thrissur, Kerala, India, 08/2009**Master Diploma in Interior Architecture Design****University Of Kerala**, Thrissur, Kerala , India, 2005**High School Diploma****INTERESTS****Music, Paintings, Reading, Sports.****LANGUAGES****Malayalam:** First Language**English:**

B2

Upper Intermediate

Hindi:

C2

Proficient

Malayalam:

C2

Tamil:

B1

Proficient

Intermediate

CERTIFICATIONS

- Project Planning Management, CADD Center - 2017