



# K Sajin Santhosh Kumar

## About Me

Dedicated and passionate job seeker at the same time an organized and dependable candidate successful at managing multiple priorities with a positive attitude and having willingness to take on added responsibilities to meet team goals. I devote a great deal of energy and potential to my work and also seeking to maintain a full-time position that offers professional challenges, utilizing interpersonal skills, excellent time management and problem solving skills

## PERSONAL DETAILS

### Phone

056-8013162

### Email

dssajin@gmail.com

### Address

Dubai, UAE

### Date of birth

29 June 1991

### Nationality

India

### Driving License

UAE, INDIA

### Linked In

[www.linkedin.com/in/sajin-santhosh-](http://www.linkedin.com/in/sajin-santhosh-b58599117)

b58599117

### Marital Status

Married

## EDUCATION

### Bachelor Of Business Administration

Tamil Nadu Open University

### Emirates National School

Sharjah, UAE

## SKILLS

- Customer relations
- Salesforce
- Customer service
- Relationship management
- Retail marketing
- Business development
- Lead development
- Team Player
- Time Management
- Purchase orders
- Stock control
- Supplier relationship management

## LANGUAGES

- English -(Fluent)
- Hindi -(Fluent)
- Malayalam -(Fluent)
- Tamil -(Fluent)

## Work Experience

### April 2023 to Present

### Captain Engineering Company- Dubai

### Sales Executive

- Negotiate with clients and develop relationship with agreement.
- Meet with new clients and explaining and providing them fleet services.
- Arrange fleets vehicles and make sure the smooth operation.
- Analyze new changes in rules and regulations and tracking competitor's activities and providing valuable inputs for fine tuning sales & operations.
- Interact with existing clients to maintain the long term relationship and to make the business smoother.
- Manage customer centric operations and ensuring customer satisfaction by achieving delivery timelines.
- Self-responsible for achieving sales target within a period and co-coordinating with Line Manager.
- Source and verified quotations from vendors before initiating purchase processes.
- Follow up with the payments.

### JUNE 2017 - March 2023

### Jashanmal National Company - Dubai

### Retail Sales Assistant

As a Sales Assistant I have various brand experience in Hoover, Electrolux, Kenwood & other electronic items.

- Built lasting relationships with clients through customer service interactions.
- Guaranty high levels of customer satisfaction through product knowledge and attentive service.
- Monitor display stock levels, replenishing for consistently well-stocked sales floor.
- Resolve customer complaints and process issues with proactive problem-solving skills.
- Assist customers with product selection and sales, recommending items to increase transaction value.
- Update product labelling and pricing to reflect discounts and offers.
- Replenish floor stock and processed deliveries promptly, maximizing product availability for customers.
- Conduct stock checks, faced-up shelves and recorded out-of-stock items to fulfil customer demand
- Coordinate with inventory control to determine purchasing needs with high degree of accuracy.



CAPTAIN  
ENGINEERING



## COMPUTER SKILLS

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- MS Office
- MS Excel
- MS Outlook

JUNE 2013 - May 2017

Pens Gallery Co. LLC

Administrative Assistant Coordinator

- Greet customers promptly and professionally, providing friendly, knowledgeable assistance.
- walk through reception areas by greeting visitors and responding to telephone and in-person requests for information.
- Promote welcoming environment while managing receptionist area and fielding requests for information.
- Respond to telephone enquiries from clients, vendors and members of public.
- Maintain detailed administration and office procedures to improve accuracy and efficiency.
- Receive and screened high-volume internal and external communications, calls and email.
- Directed customer orders and invoices to reduce financial discrepancies.
- Receive, sorted and distributed incoming mail.
- Kept and maintained accurate filing system for preservation of office information.
- Provide printing, photocopying scanning support to colleagues.
- Create email notifications, invitations and agendas for meetings, events and appointments.
- Supporting other teams with various administrative tasks