

Sam Joshua Giftson J

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Objective

Dynamic professional with extensive experience as a Senior Administration Executive and Sales Coordinator. And leverage expertise in operational management, client service, and process optimization. Proven success in leading teams, driving efficiency, and ensuring accurate financial and service delivery in BPO and export operations.

Experience

Admin Executive (Operations & Admin Support Specialist) | Pruvity HR solutions pvt. Ltd

Sep 2022 - Present

As a Senior Administration Executive at Prompt Computers LLC (Pruvity HR solutions pvt. Ltd), I manage Helpdesk requests, service invoices, and printer spare quotations, oversee financial transactions with accurate AMC invoicing, conduct market research, analyze data insights, and collaborate with the UAE team to enhance printer service delivery.

Sales Coordinator Trainee | JK Fenner (India) Ltd

Aug 2021 - May 2022

Experienced Sales Coordinator and Warehouse Incharge at JK Fenner, Madurai, skilled in managing client orders, tracking shipments, handling export documentation, and optimizing warehouse operations to ensure inventory accuracy and timely dispatch.

Education

THE AMERICAN COLLEGE, Bachelor of Arts - BA

2016 - 2019

English Language and Literature, General

ARUL ANANDAR COLLEGE, Master of Arts - MA

2019 - 2021

English Language and Literature, General

Alagappa University, Master of Business Administration - MBA

2023 - Present

Human Resources Management and Services

Skills & abilities

- Team Leadership & Collaboration
- Process Optimization & Workflow Management
- Financial Oversight & Accuracy
- Strategic Decision-Making & Data Analysis