



SANJEEV KUMAR SREEKUMAR

SALES COORDINATOR

PERSONAL INFORMATION

Experienced Manager with 5 years of success in the FMCG sector and shipping industry sales. Proven track record in driving revenue growth, managing high-performing teams, and streamlining operations for efficiency. Skilled in sales strategy, client relationship management, and cross-functional leadership. Adept at managing logistics, optimizing supply chain processes, and meeting performance targets in fast-paced environments. Strong business acumen and a results-oriented mindset, committed to achieving organizational goals through strategic planning and operational excellence.

WORK EXPERIENCE

AREA MANAGER

2021 - 2024

McDonald's (Premier Restaurant, Sliema, Malta)

- Orchestrated comprehensive restaurant operations, achieving seamless interdepartmental synergy.
- Implemented stringent cash management protocols to safeguard financial integrity.
- Led targeted local marketing initiatives, bolstering brand visibility and business expansion.
- Managed P&L components with strategic acumen, driving improved financial performance.
- Minimized waste effectively, ensuring material and product losses remained below threshold.
- Set and enforced exacting standards for product quality and equipment upkeep, ensuring team adherence.
- Coordinated staff scheduling and task rotations with precision, maintaining efficiency during system outages.
- Diligently documented shift activities to ensure seamless operational transitions.
- Upheld strict compliance with storage and shelf-life protocols for raw materials and products.
- Achieved company benchmarks for product preparation and sales, securing customer satisfaction and quality assurance.
- Vigilantly monitored and enforced food safety regulations, maintaining high standards across all shifts.

SALES COORDINATOR

2017 - 2019

MCM PVT LTD, Mumbai, India

- Coordinated daily sales support operations, including order management, shipping coordination, and invoicing to ensure accurate and timely order fulfillment.
- Assisted in sales administration by preparing quotations, maintaining customer records, and supporting sales executives in client interactions.
- Processed and verified customer orders with a focus on accuracy and timely delivery.
- Managed data through efficient data entry and document handling for sales and shipment records.
- Maintained up-to-date information in CRM software, enabling effective sales process tracking and performance reporting.
- Communicated with internal teams and clients to provide real-time updates on shipment status and resolve issues proactively.
- Tracked order status and monitored inventory levels to ensure product availability and minimize delays.
- Resolved customer inquiries and shipment discrepancies, demonstrating strong problem solving and customer service skills.
- Supported the preparation of weekly and monthly sales reporting, aiding in business performance analysis.
- Demonstrated strong time management, organizational skills, and professional communication to meet targets and enhance customer satisfaction.

CONTACT

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Date Of Birth : 05/03/1995

Nationality : Indian

Visa Status : Visit Visa

EDUCATION

- **Master of Business Administration**
University of Suffolk - 2021
- **Bachelor of Business Administration**
Madurai Kamaraj University - 2019

HARD SKILLS

- Order Processing and Management
- Sales Reporting and Forecasting
- Data Entry and Database Management
- Customer Relationship Management
- Inventory and Stock Management
- Invoice and Billing Systems
- Document Preparation and Quotation Drafting
- Sales Administration and Back-Office Support
- Calendar and Meeting Scheduling Tools

SOFT SKILL

- Communication Skills
- Emotional Intelligence
- Problem Solving
- Adaptability
- Time Management
- Active Listening
- Team Collaboration
- Goal Orientation
- Critical Thinking

TECHNICAL SKILLS

- Microsoft Excel & Microsoft Word
- Power Point

LANGUAGES

- English, Hindi, Malayalam, Tamil