



SAURAV GHISING

PROFESSIONAL SUMMARY

Organized and dependable Sales Coordinator with 4 years of experience. Successful at managing multiple priorities with a positive attitude. Willing to take on greater responsibilities to meet team goals.



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Sharjah, UAE



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SKILLS

- Customer relations.
- Confident communicator.
- Lead generation.
- Customer needs analysis.
- Customer focused.
- Product expertise.
- Sales techniques.
- Persuasive negotiation.
- Cold calling.
- Positive and approachable manner.

EDUCATION

Bachelor's Degree
Electrical & Electronics
Engineering, Kathmandu
University, Nepal
2019

Intermediate
Science and Computer
Higher Secondary Board
2013

WORK HISTORY

Technical Sales Coordinator
December 2023 - Current
Fire Control Protection Systems LLC - Sharjah, UAE

- Presented and promoted technical products and services using sound product knowledge and powerful sales techniques.
- Used exceptional relationship-building abilities to establish, develop, and maintain positive business and customer links.
- Provided specialized information related to technical equipment, supplies, and services.
- Responded to customer inquiries for sales information, pricing structures, and product details.
- Scheduled deliveries, equipment installations, and repair services to foster customer satisfaction.
- Updated customer records and used data to prepare detailed sales reports.
- Built and utilized lead pipeline to solicit new orders and accounts.
- Carrying out administrative task such as data input, processing information, completing paper work, and filing documents.
- Contacting potential customers to arrange appointments for the field sales team.
- Resolving any sales related issues with the customers in a professional and a positive manner.

LANGUAGES

Hindi

Advanced

English

Upper Intermediate

Nepali

Native

Sales Support Representative**May 2023 - December 2023****Fire Control Protection Systems LLC - Sharjah, UAE**

- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Managing all the sales-related activities of the company.
- Communicated with potential and existing customer's in-person, over telephone and via Social network.
- Built rapport with new and existing customers to boost client retention.
- Kept up-to-date with market trends to identify opportunities to improve product and service offerings.
- Handled high-volume telesales enquiries within call-time targets.

Technical Sales Coordinator**December 2019 – January 2022****Biomed International Pvt. Ltd. - Kathmandu, Nepal**

- Handled inbound queries by phone, email, and in person.
- Responded to customer inquiries and resolved issues promptly to maintain client satisfaction.
- Coordinated sales activities with effective communication between sales teams and clients.
- Processed purchases and sales orders promptly.
- Prepare accurate quotations for the Medical and Consumable Department.
- Source medical products from various platforms to meet business needs.
- Utilize strong communication and negotiation skills to secure favorable terms.
- Maintain a high degree of accuracy and detail orientation in all tasks.
- Efficiently multitask to manage multiple project timelines.
- Demonstrate strong computer skills with proficiency in Excel and MS Office.

PERSONAL DETAILS

Date of birth	:	2 nd April, 1996
Nationality	:	Nepalese
Marital Status	:	Married
Visa Status	:	Employment
Gender	:	Male
Religion	:	Hindu
Passport No	:	11913385
Issue Date	:	20 th March, 2020
Expiry Date	:	19 th March, 2030

I believe your positive response be the best experience to start my career. I the undersigned certify that to the best of my knowledge and believe this C.V. correctly describe my qualification and me. I understand that a willful misstatement described. Herein may lead to my disqualification or dismissal if engaged.

Signature