



sauravghising18@gmail.com



+971-563083742



Sharjah, UAE



<https://www.linkedin.com/in/sauravghising-ae/>

EDUCATION

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

Intermediate
Science and Computer
Higher Secondary Board
2013

LANGUAGES

Hindi

Advanced

English

Upper Intermediate

Nepali

Native

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.

SKILLS

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

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.

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