



CONTACT

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📍 Sharjah, UAE

EDUCATION

Bcom

Indira Gandhi National Open University
2019-2022

Higher Secondary

Abu Dhabi Indian School
2017-2019

EXPERTISE

- Analytical
- Problem solving
- Detail-oriented
- Ability to multitask
- Organizational Skill

COMPUTER PROFICIENCY

- Ms word
- Ms Excel
- Ms Powerpoint
- Outlook
- ERP

Selma Ashiqa

A rigorous, task-driven professional with substantial experience in data entry, sales coordination and customer service. Adept at interpersonal skills to interact with diverse individuals and groups at all organizational levels. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

WORK EXPERIENCE

Sales Coordinator NTDE, Dubai

2020-Present

- Handling key account customers and maintain 100 percent accuracy for price, UOM, discounts, FOCs and quantities.
- Responsible for item codes & barcodes definition on the EDI portal, mapping and assorting new and existing SKU's, processing on time export orders and sharing the invoice copies and necessary details with warehouse and supply chain ensuring delivery is done as per schedule.
- Preparation of sales quotations and follow up with customers on confirmed sales orders.
- Well acquainted with warehouse management system, FIFO and LIFO.
- Handling urgent calls, emails, and messages when sale representatives are unavailable, answering customer queries informing them of delays, arranging delivery dates etc.
- Inputting orders, ensuring they are processed according to the customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Any other related administrative duties as assigned by supervisors.

Data Entry Operator NTDE, Dubai

2019-2020

- Experienced in processing of high volume data entry with accuracy and timeliness on ERP.
- Review data for errors or missing information and resolves any discrepancies.
- File documents in physical and digital records.
- Ensuring all documentation meets formal requirements and required standards.

LANGUAGE

- English
- Arabic
- Malayalm
- Kannada
- Hindi

PERSONAL DETAILS

Date of Birth : 15-04-2001

Marital Status : Single

Nationality : Indian

Sales Coordinator

May 2019 - Oct 2019

Green Earth Electrical Ware Trading

- Collect and file invoice copies returned by delivery team every day and hand over the Tax invoice copies to accounts.
- Keeping the track of all invoices that go out for delivery every day and ensure the copies are returned with customers sign and stamp.
- Ensure Awaiting Purchase Order" delivery notes are followed up with customers and invoiced out as early as possible.
- Keeping track of all samples given to customers and ensure to take back the sample from customers if it's not approved.
- To make sure all PO's are invoiced and delivery is done as per schedule.
- Ensure Purchase Orders to vendors are sent and followed up duly.
- Ensure stock availability and goods readiness with vendors.
- Ensure all purchase invoices reach accounts team on time.
- Missing invoice to be followed up.
- Maintain office files in both electronic and soft copies.
- Respond to complaints from customers and give after-sales support.

DECLARATION

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

Selma Ashiqa Abdul Kadar