



## SENIN RAMACHANDRAN

Sales Executive

### Email

seninmenon@gmail.com

### Personal Data

UAE.  
Mob:050 825 2155

### Languages Known:

English  
Hindi  
Malayalam  
Tamil

Date of Birth : 15/05/1988  
Sex : Male  
Nationality : Indian  
Marital Status : Single.

Passport No : V2025362  
Visa status : Work Visa

**Valid UAE Driving License**

### Career Objective

To seek placement with in a reputed, progressive / multinational organization, with an opportunity to utilize my experience to ensure consistent growth of the organization as well as facilitate my career development.

### Professional Skills

- Ability to accept any challenge with an optimistic outlook.
- Teaming up with the colleagues and willingness to learn.
- Comprehensive problems solving abilities.
- Quick Learner.

### Areas of Experience

- ✓ Sales
- ✓ Operational Activities
- ✓ Accounting Activities
- ✓ Financial Activities
- ✓ Administration
- ✓ Delivery Coordination

### Software Knowledge

- QuickBooks.
- Tally ERP 9.
- MS Office Suite

### Work Experience

<b>Sales Executive</b>	Duration : From Aug 2022 Company: Abdul Basith Electricals Location : Ajman (UAE)
<b>Sales &amp; Operations Executive</b>	Duration : From Nov 2020 to July 2022 Company: Dreams Garden Trading LLC Location : Al Warsan ,Dubai(UAE)
<b>Sales Executive</b>	Duration : From Feb 2015 to Mar 2020 Company: Gulfway Electrical Trading FZE Location : Hamriyah FZ ,Sharjah(UAE)
<b>Accounts Assistant</b>	Duration : From July 2010 to Dec 2014 Company: Benzy group (Akbar Travels of India) Location : Ponnani ,India

**EDUCATION****BBA (Bachelor of Business Administration)****Calicut University****Kerala, India**

Work Details	
Company	Abdul Basith Electricals
Role	Sales Executive
Description	<ul style="list-style-type: none"> <li>➤ Maintain and develop customers.</li> <li>➤ Actively seek new sales opportunities.</li> <li>➤ Providing services carefully based on quality, prices, and delivery terms</li> <li>➤ Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.</li> <li>➤ Scheduling meetings, sales appointments, and following up with customers about their order status.</li> <li>➤ Creating transparency in delivery and order processes</li> <li>➤ Payment followup and Building conclusive financial reports</li> <li>➤ Compiling a daily list of sales leads, delegating leads to the sales department, and providing sales data and guides to the sales department.</li> <li>➤ Documents financial transactions by entering account information.</li> <li>➤ Recommends financial actions by analyzing accounting options.</li> <li>➤ Substantiates financial transactions by auditing documents</li> <li>➤ Reconciles financial discrepancies by collecting and analyzing account information.</li> <li>➤ Secures financial information by completing data base backups.</li> <li>➤ Development and implementation of strategies to meet client requirements and maintain a dynamic and committed continuous improvement approach.</li> <li>➤ Ensure an accurate stock.</li> <li>➤ Establish and annually review standards and work procedures for all staff.</li> <li>➤ Review and approval of all sales proposals before they leave the office to ensure: format correctness, cost accuracy, profitability requirements, and overall completeness and accuracy.</li> <li>➤ Plan work schedules, hours, areas of work, and job duties to ensure adequate services are rendered to all areas.</li> <li>➤ Provide monthly administrative progress reports relative to short term accomplishments, future short term plans.</li> <li>➤ Report unsafe conditions and conduct research to improve service quality and safety standards.</li> <li>➤ Conduct regular communication with members of other departments for the smooth running of business.</li> <li>➤ Schedule major project work, assuring that adequate staff and supplies are available to perform said tasks.</li> <li>➤ Responsible for inventory control.</li> <li>➤ Assist Managers in day-to-day coordination and management of business operational activities.</li> <li>➤ Monitor, control and manage business operations to meet customer expectations and company goals.</li> <li>➤ Liaise between customer and management to ensure smooth operations delivery.</li> <li>➤ Coordinate and manage project tasks to ensure project delivery within allotted budget and timelines.</li> </ul>

Company	Dreams Garden Trading LLC
Role	Sales & Operations Coordinator
Description	<ul style="list-style-type: none"> <li>➤ Researching goods and products carefully based on quality, prices, and delivery terms</li> <li>➤ Evaluating vendors based on their business history and supplying capabilities</li> <li>➤ Scheduling meetings, sales appointments, and following up with customers about their order status.</li> <li>➤ Creating transparency in delivery and order processes</li> <li>➤ Building conclusive financial reports</li> <li>➤ Working with government agencies for subsidies and other benefits</li> <li>➤ Compiling a daily list of sales leads, delegating leads to the sales department, and providing sales data and guides to the sales department.</li> <li>➤ Maintaining long-term exclusive partnerships with top vendors</li> <li>➤ Placing best bids and acquiring orders before business competitors</li> <li>➤ Sending lucrative proposals to acquire vendors in advance</li> <li>➤ Documents financial transactions by entering account information.</li> <li>➤ Recommends financial actions by analyzing accounting options.</li> <li>➤ Substantiates financial transactions by auditing documents</li> <li>➤ Reconciles financial discrepancies by collecting and analyzing account information.</li> <li>➤ Secures financial information by completing data base backups.</li> <li>➤ Development and implementation of strategies to meet client requirements and maintain a dynamic and committed continuous improvement approach.</li> <li>➤ Ensure an accurate stock-take is undertaken on a quarterly basis along with management and maintenance of all equipment.</li> <li>➤ Establish and annually review standards and work procedures for all staff.</li> <li>➤ Review and approval of all sales proposals before they leave the office to ensure: format correctness, cost accuracy, profitability requirements, and overall completeness and accuracy.</li> <li>➤ Plan work schedules, hours, areas of work, and job duties to ensure adequate services are rendered to all areas.</li> <li>➤ Regularly inspect and evaluate physical condition of sites, equipments and facilities, recommend repairs, additions and disposals... etc.</li> <li>➤ Provide monthly administrative progress reports relative to short term accomplishments, future short term plans and staff training.</li> <li>➤ Report unsafe conditions and conduct research to improve service quality and safety standards.</li> <li>➤ Conduct regular staff meetings and communicate with members of other departments to coordinate operational activities.</li> <li>➤ Schedule major project work, assuring that adequate staff and supplies are available to perform said tasks.</li> <li>➤ Maintain and support Operational goals and objectives.</li> <li>➤ Coordinate all outside services relative to the Operation department (i.e. pest control, cleaning, medical waste, trash removal... etc)</li> <li>➤ Responsible for supplier payment and inventory control.</li> </ul> <p><b><u>Prominent Projects Coordinated</u></b></p> <ul style="list-style-type: none"> <li>➤ Dubai Electricity and Water Authority - Landscaping at Ruwayyah DP Complex</li> <li>➤ Dubai Electricity and Water Authority - Landscaping Works at Hydrogen Plant Solarpark,Dubai</li> <li>➤ Dubai Electricity and Water Authority - Irrigation and Landscaping at Path of Innovation</li> <li>➤ Landscaping at Address Beach Resort – Dubai</li> </ul>

## DECLARATION

I hereby declare that the above stated information is correct and true to the best of my Knowledge.

**Senin Ramachandran**