UMANG P. ASHAR

Sales Coordination | Logistics Coordination | Team Management

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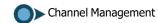


- 14 years of extensive experience in sales, marketing & logistics coordinator.
- Managed the processing, distribution, accuracy verification and maintenance of invoices, prepared batches of invoices for data entry; entered invoices for payment; processed back-up reports after data entry
- Preparation of Export Documentation and Quotations
- Strategically planned and managed logistics, transportation and customer services

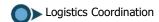


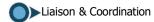














. B.Com. from Mumbai University in 2009

TECHNICAL SKILLS

- MS-Excel & Word
- Internet Application
- Knowledge of Tally ERP 9 & Horizon ERP

WORK EXPERIENCE

FROM Mar'2010 TO Oct. 2024 with Al Salem Conversion L.L.C. as Sales Coordinator

Key Result Areas:

- Mapping customer requirements, providing customized products, delivering technical presentations and liaising with internal teams for closing the deal
- Identifying and networking with prospective key stakeholders, generating business from the existing accounts and achieving profitability and increased sales growth
- Following up on incoming leads, determining the best way of establishing contact with the client to understand their needs and presenting an appropriate solution
- Creating and maintaining a database of current and potential customers
- Coordinating with:
 - Production Team
 - Customer new product enquiries
 - Accounts Team for long outstanding payment
 - Dispatch Team

- Maintaining stocks & providing non-moving stock solutions
- Closing sales and achieving sales targets
- Preparing reports by collecting, analyzing, and summarizing information; maintaining quality service by establishing and enforcing organization standards
- Handling more than 75 local and export customers.
- Making Documents: Sales Orders, Delivery notes, Sales invoice Proforma Invoice, Packing List, Commercial Invoice & Certificate of Origin
- Attends customer complaints and takes corrective action.
- Prepare monthly Sales Report including Customer Wise Sales, Material movement, Achieved or shortfall in Sales Target, Non-moving stock report, Customer wise receivables ageing report, etc.

Currently Working As Sales Executive in Euro Pack Industries LLC

PERSONAL DETAILS

Date of Birth : 25th April, 1989

Nationality: IndianMarital Status: MarriedVisa Status: EmploymentDriving License: Automatic