



PROFILE SUMMARY

- ❖ **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**



CORE COMPETENCIES



Sales Coordination



Cross-selling



Channel Management



Team Building & Training



Logistics Coordination



Liaison & Coordination



EDUCATION & CREDENTIAL

- ❖ **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	: 25 th April, 1989
Nationality	: Indian
Marital Status	: Married
Visa Status	: Employment
Driving License	: Automatic