

SUMMARY

Highly organized and well informed sales professional over 5 years of experience with strong attention to details targeted at handling pre and post sales processes related activities having strong customer skill with a keen ability to work towards total customer satisfaction.

EDUCATION

Visvesvaraya Technological University

Bachelor's Of Engineering-Computer Science
2009- 2012

Board Of Technical Examination

Diploma in Computer Science
2006 - 2009

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Proven proficiency in using technology to aid sales coordinating tasks.
- Highly experienced in developing and sustaining effective relationships with customers for increased business opportunities.

PROFESSIONAL EXPERIENCE

Business Development Executive

TRADEASY TECHNOLOGIES ,Dubai 2021-2022

- Responsible for assisting in customer support, New lead generation, Assist and coordinate with sales team to convert the leads into sales, CRM Updating on daily basis, New Dealer generation, Follow up the enquiries and leads ,follow up with customers after sale and service and follow up for AMC renewal of existing customer.

Sales Coordinator

Holoprint Security Solutions,Dubai 2019- 2020

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all sales. Handling inquiries, emails, answering customer queries and sending quotation to customers.
- Preparing sample request sheet and sending the document to quality team to prepare samples also sending artwork request to concerned department and preparing technical information sheet.
- Preparing Proforma Invoice based on Local Purchase Order received.
- Inputting orders with all necessary documents, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time. Developing and maintaining filing systems so as to maintain sales records, prepare reports.

Business Coordinator

Vibranta Management Consultancy ,Dubai 2017- 2018

- Updating customer information in the database and direct sales team to meet prospects.
- Contacting potential or existing customers to inform about product or service and keeping track of records.
- Support budgeting and bookkeeping procedures of accounts work by creating and updating records in databases.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Advertising job vacancy on job portals, short listing suitable candidates also screening candidates by interviewing.
- Documenting human resources activities by completing forms, reports, logs and recording new hires.

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Kannada

Technical Coordinator

Qsteps Technologies Pvt.Ltd, India 2016

- To teach graduate level students in areas of software testing allocated by the Institute.
- Experience in handling both Manual Testing and Automation Testing.
- Experience in handling Frameworks like QTP ,Selenium IDE, Jmeter, Qc.
- Experience in handling basic Java Programming.
- Hands on experience in handling Fresher-Induction /Lateral batches.
- Good ability to communicate technical information in layman's terms

Guest Lecturer in Computer Science

GOVT. POLYTECHNIC COLLEGE,India 2015

- To teach at undergraduate level in areas allocated by Head of the Department Taught C programming, computing fundamentals with laboratory experiments.
- To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- To communicate external examination entry and timetable arrangements to the course team and learners.

Executive Assistant Sales

FICE (Foundation for innovation and Collaborative Education),India 2013-2014

- Promote educational product and service.
- Account Management, Logistics, Vendor Management, Administrative Management.
- Maintain good prospect, relationships and rapport with colleges.
- Interacted regularly with clients to ensure a committed and partnership based relationship.