



Basil AK

Sales Coordinator

Contact Information

Email basilbasz@gmail.com

Mob: +971 50 246 1197

Personal Details`

Nationality :Indian
Visa status :Visit Visa
Date of Birth :29/11/1996
Marital Status :single

Linguistic Proficiency

English: Read, Write &Speak
Hindi : Read & Write
Malayalam : Read, Write & Speak

Technical Tools

- Excel
- Word
- Power Point
- Adobe Acrobat Dc
- PDF Editors
- Online Catalogues
- Outlook
- Internet
- etc

Area of Interest

- Design & Estimation
- Sales & Marketing
- Customer service
- Executing the Complete Project.
- Electrical Engineering
- Drafting and Presenting
- Learning and Educating
- Meeting Objective

About

To work in a creative and challenging environment where I could develop my skills, constantly learn and successfully deliver solutions to the problems and grow there by integrating both personal and organizational goals

Summery

- ❖ Handle the Incoming Calls for sales.
- ❖ Prepare Quotations.
- ❖ Maintain lead track for the Sales Executives.
- ❖ Follow ups on Sales.
- ❖ Follow ups on Quotation sent
- ❖ Preparation of Invoices and Warranty Certificates.
- ❖ Communicate with the customers and do the needful for their queries.
- ❖ Preparation of Technical Submittal

Educational Qualification

BACHELOR OF TECHNOLOGY IN ELECTRICAL AND ELECTRONICS ENGINEERING

Calicut University, India

SECONDARY SCHOOL LEAVING CERTIFICATE

Kerala, India

Professional Experience

Sales Coordinator

Kiara Lighting (March 2020 – Jan 2022)

Kerala, India

Declaration

I do hereby declare that the above are true and correct to the base of my knowledge and belief

Regards
Basil