

**PHONE**

(+971) 54 501 5130

DATE OF BIRTH

2nd-JANUARY-1993

EMAIL

sadasivanrevathi@gmail.com

VISA STATUS

EMPLOYMENT VISA

GENDER

FEMALE

NATIONALITY

INDIAN

LANGUAGE KNOWN

ENGLISH, HINDI, MALAYALAM,
GUJARATI

CORE COMPETENCIES

- Creative Thinking
- Excellent communication
- Attention to detail
- Customer Facing Skills
- Good team player
- Problem solving
- Versatility
- Planning and organization
- Results-Oriented
- Time Management
- Aggressive to learn new things
- Stress Management

REVATHI PARAPPATTU

Experience: Sales Co-ordinator

PROFESSIONAL PROFILE

Distinguished level of sales coordinator with extensive experience in sales and marketing with extended manufacturing product knowledge. Armed with versatile experience in variety of fields. Presently looking for a suitable position with an exciting, innovative and ambitious company that offers room for progression.

Career objective is to achieve a top leadership and globally recognized role that suits my skills and qualifications.

AREA OF EXPERTISE

Customer Elicitation	Client Relationship Management
Sales Co-ordination	Registering LPO and Forwarding
Product and service training	Facility Management
Consultative sales Techniques	Strategic Planning
Articulate and Conscientious	Inside Sales
Post sales customer support	MS Office

EXPERIENCE

1. **SALES COORDINATOR** (October 2019 - present)
Al Naseeha Building Materials Trading Co LLC (Dubai- UAE)

Responsibilities

- Demonstrating how a product meets a client's needs.
- Working with existing customers to help them get the most out of the products they have bought.
- Responding to sales queries via phone and e-mail.
- Liaising with both current and potential clients to develop existing and new business opportunities.
- Identifying the customer's current and future requirements.
- Preparing reports for head office and senior managers.
- Offering after-sales support services.
- Conveying solution benefits to both business and technical audiences.
- Demonstrating products, services and solutions to potential clients.
- Making follow-up calls to confirm sales order.
- Providing support and assistance to outside sales representatives and management.
- Work closely with Inventory Manager, Order Management and Distribution team to manage shipments according to given deadlines.

SALES AND MARKETING SKILLS

- Searching for new clients
- Establishing new, and maintaining existing, relationships with customers
- Managing and interpreting customer requirements
- Persuading clients that a product or service will best satisfy their needs
- Calculating client quotations
- Negotiating tender and contract terms
- Negotiating and closing sales by agreeing terms and conditions
- Offering after-sales support services
- Analysing costs and sales
- Preparing reports for head office
- Recording and maintaining client contact data
- Co-ordinating sales projects
- Supporting marketing by conferences and other marketing events
- Providing pre-sales technical assistance and product education
- Liaising with other members of the sales team and other technical experts
- Solving client problems
- Helping in the design of custom-made products

IT SKILLS

- Knowledge of SAP (Business One i.e. B1)
- Familiar with MS- Word, MS- Power Point, MS- Excel
- Course on Computer Concepts (CCC)
- Worked on Outlook

- Maintaining existing, long-term relationships with customers.
- Putting together technical instruction for customers in relation to the use, operation and maintenance of purchased products.
- Negotiating tender, contract terms and conditions.

2. SALES COORDINATOR (January 2017 -May 2019) Atlas Metal Industries (Gujarat,INDIA)

Atlas Metal Industries is a manufacturer & exporter of brass electrical wiring & earthing accessories.

- Coordinating with the sales managers to get the complete details about the job.
- Communicating new product and services to clients.
- Coordinating with clients for complete details about job delivery date, quantity.
- Maintains professional and technical knowledge by attending products trainings.
- Sales coordination with documents reviewing and quality check.
- Job order release to get approval from sales manager.
- Arranging the materials availability required for the productions.
- Handover the job order with the sufficient details to the production manager.
- Coordinating with production supervisor to know about the status of job.
- Assisting in general export activities in customer service section to ensure smooth workflow on order processing and deliveries.
- Communicating with clients to get the feedback from customer after sales.
- Maintaining the documents and sales records as hard copy and soft copy.
- Receiving client emails and phone calls.

3. EXECUTIVE ASSISTANT (November 2016-December 2017) Atlas Metal Industries (Gujarat,INDIA)

- Identify trends in complaints and highlight to the relevant managers.
- Maintain document (Quotation, Sales Order) and co-ordinate with superiors.
- Participating trade fairs, coordinating with new & existing customer.

EDUCATIONAL QUALIFICATIONS

Master of Business Administration (Human Resource) 2014 - 2016

Gujarat Technological University- Gujarat, India