

NITHIN

Dubai, UAE

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ADMINISTRATION | SALES | OPERATIONS

Industrious, upbeat & resourceful professional with six years of multi-faceted experience in hardware and building material Industry and practices. Proven track record in Sales consultation, Customer service, administration, Logistics & Supply Chain operations, Materials Planning, Vendor Management & Project Management. Adaptable & flexible with an ability to solve complex problems, seeks continuous learning & improvements. A Graduate in commerce with business administration.

CORE COMPETENCIES

CUSTOMER SERVICE EXCELLENCE

OPERATIONAL EXCELLENCE

ADEPT IN TECHNOLOGY

CUSTOMER SERVICE

CLIENT ACQUISITION & RETENTION

STRATEGIC PLANNING

EXCELLENT INTERPERSONAL SKILLS

TALENT, TRAINING & DEVELOPMENT

ACTIVE LEADERSHIP

DETAIL ORIENTED

PROBLEM SOLVING

SAP & MS OFFICE

INDUSTRY EXPERIENCE

July.2015 to November 2019

Sales Consultant at CMS Hardware company LTD, Mangalore

Key responsibilities:

- Greeting the walk-in customers and briefing them about the company product and activities.
- Sourcing inbound sales opportunities through inbound lead follow up and outbound cold calls and email
- Preparing the presentation and necessary documents before meeting the customers.
- Ensuring quotations and price list are submitted on time with secured payment terms.
- Preparing job orders and submitting the necessary departments with complete details.
- Coordinating with logistic team to ensure products has been delivered before the timeline.
- Preparing the invoice and obtaining clients acknowledgement.
- Following for outstanding receivables and ensuring collections on time
- Submitting the reports to the management of all completed jobs, under follow up, tender stage, secured jobs and forecasting.
- Getting regular updates from the back store regarding the availability of stocks & raising purchase request to the procurement department.

November 2019 to May 2022

Administration & Sales Consultant at Homeworld Tiles and marbles LTD – Mangalore

Key responsibilities:

- Managing daily operation by coordinating with sales team, accounts, Procurement & logistic department.
- Interacting with walk in customers, attending phone calls and responding to the mail queries by briefing about the material as per their requirements.
- Sending Quotations, preparing job orders, and sending necessary documents related to the daily administrative activities.
- Managing petty cash with proper records and updating transaction on the company software.
- Sourcing the new vendor and coordinating with the existing vendors as per the request from the procurement team.
- Following up for outstanding payment as per the instruction from the accounts department.
- Setting up of meetings with the concerned person by coordinating as per their convenient schedule

EDUCATION

2012 -2015 **Bachelor of commerce – Mangalore University.**
Sacred Heart college, Madanthyar – Mangalore, India

2014 **Diploma in computer application**
Karnataka computer education - Mangalore

2010-2012 **Commerce – Pre-University Education**
Shri Gurudeva PU college - Mangalore

PERSONAL PROFILE

Date of birth : November 06, 1994
Nationality : India
Marital status : Single
Languages Known : English, Hindi, Kannada & Tulu
Computer skills : MS office, MS Excel, PowerPoint, Focus reach, & E bill
Visa status : Visit Visa
Driving License : India
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