



NIKHIL R

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Seeking a challenging career with a dynamic organization that would help me cultivate and my nurture skills to the fullest with an opportunity to display my talent and become an asset to the organization.

EXPERIENCE

DATES FROM- JULY 2020 TO MAY 2021

JOB TITLE- SALES SUPERVISOR (COLORTONE MEDIA COMMUNICATION)

- Supervise field marketing and sales force.
- Understand customers needs and offer solutions and support
- Work with sales team when closing sales
- Analyze field reports and prepare sales documents.
- Analyze competitor pricing proposals and sales strategies.
- Implement strategies to sell products or services.
- Build new customer base to maximize sales.
- Retain existing customers by providing prompt customer services.
- Supervisor and oversee the maintenance of customer databases.
- Handle customer questions, complaints, and issues

DATES FROM -JULY 2018 TO MAY 2020

JOB TITLE- BILLING & DISPATCH SUPERVISOR (GRAND CENTRAL BAKERY & KITCHEN WLL, QATAR)

- supervise the billing and Dispatch team
- Engage with customers and sales team
- To identify and resolve process related issues.
- Ensure all bill for sale and correct it if needed.
- Performs daily activities of billing and auditing of assigned claims
- Communicates with management on day-to-day issues
- Coordinating with sales, production, Delivery team and Customers
- Daily cash collection from the customer and report to the accounts on daily basics.
- Follow up with customer and sales team for payment
- Document preparation and coordination
- Preparation of Reports

DATES FROM -JANUARY 2016 TO DECEMBER 2017

JOB TITLE- BILLING EXECUTIVE (BREAD BOUTIQUE LLC, DUBAI)

- maintaining of daily log book for local deliveries and reporting for any changes to the management
- Looking after logistics and working close interaction with drivers and other concerned in the dispatch department to find the most efficient routes for the customers to avoid the delay deliveries.
- Designated to taking calls as well as fax-mail messages from customers throughout the day and passing on the orders to the production department and ensuring timely delivery of the same in coordination with the drivers
- Preparation of invoices using Tally ERP 9 software
- Updating customers, sales team as well as the management to inform for any changes in the delivery schedule due to any technical problems.
- Coordinating with sales, production, Delivery team and Customers
- Arranging the route plane and minimize the vehicle and maximize the delivery points.
- Scheduling the drivers timing and delivery boys, and their duty shift timing and day off.

EDUCATION

 Bachelor's Degree in Commerce (TAXATION)

Mahathma Ghandi University, Kerala India Computer:

 **MS Office.NET net, Email operations and Tally ERP-9** G- Tech Computer
Education –Kerala India) HO Singapore

 **Focuss RT 2.0**

PERSONAL DETAILS

- Date of Birth: 02-07-1991
- Nationality: Indian
- Marital Status: Married
- Languages: English, Hindi
- Driving License: UAE **(3768486)**
- Visa Status: Visiting Visa

DECLARATION

I hereby inform that all the above given details are true to my knowledge and belief.

Place: Dubai, Al Khail Gate
Date: 01/09/2021

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