

SACHIN M.P

Abu Dhabi, UAE

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PROFESSIONAL SUMMARY

Confident and dedicated sales coordinator with knowledge of handling multiple tasks at once with 5 years experiences in planning and coordinating sales activities. A candidate who combines Extensive communication skills, both in sales, interpersonal and management. Seeking a challenging position to utilize my skills and knowledge in the sales profession.

EMPLOYMENT HISTORY

1. **Elenco General Trading Est.** September 2016 – PRESENT
Abu Dhabi,UAE.

Sales Co-coordinator

- Ordering and ensuring the delivery of goods to customers
- Supporting the field sales team
- Carrying out administrative tasks such as processing information, completing paperwork and filing documents
- Responding to sales queries via phone, e-mail and in writing
- Making follow-up calls to confirm sales orders or delivery dates
- Completing the administrative needs of the Sales Department
- Resolving any sales related issues with customers
- Assisting purchase department for Domestic Products
- Handling orders with suppliers
- Coordinating with Service and logistics team
- Reporting to Sales Manager
- Invoice Making and delivery handling
- Following up payments
- Preparing Quotations

2. Wheather Gulf Air Condition Trading LLC
Dubai, UAE

March 2015 – November 2015

Sales Executive

- Showroom sales
- Invoice Making and delivery handling
- Preparing Quotations
- Inventory and Stock Management
- Coordinating with sales logistics

3. George & Company
Kerala,India

July 2013 - September 2014

Store Manager

- Store Management
- Stock Management
- Coordinating with logistics department
- Delivery handling

EDUCATION

- **Bsc Computer Science (2010-2013)**
Annamalai University, Tamilnadu, India
- **PLUS TWO (2008-2010)**
Higher Secondary Education Board, Government Of Kerala, India
- **SSLC (2008)**
Kerala State Education Board, Government Of Kerala, India

OTHER SKILLS

- Proficient in MS Word, Excel and Power Point
- Strong ability to multi-task, prioritize and execute
- Positive attitude
- Good in building and Maintaining relationships with clients
- Ability to perform under pressure and stressful conditions
- Strong counseling and convincing skills
- Commitment and Dedication to work

PERSONAL DETAILS

Name : SACHIN M.P
Date of Birth : 09nd March 1993
Gender : Male
Marital status : Single
Languages Known : English, Malayalam, Tamil, Hindi
Nationality : Indian
License : Valid UAE driving license