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✉ jithinammanath@gmail.com

📍 Kerala, INDIA,

Ammanath House, Thangaloor

Post, Thrissur , India, IN

Jithin G

Sales Coordinator

SUMMARY

Strongly focused and reliable Supervisor Retail with an exceptional record of employee team management and customer satisfaction. Adept at handling multiple simultaneous customer service issues with accuracy and professionalism. Skilled in helping to employee conflicts in a beneficial manner for all parties.

PROFESSIONAL EXPERIENCE

Sales Coordinator

STITCHBIRD INDIA PVT LTD

Jul '17 - Jan '22

Worked in STITCHBIRD INDIA PVT LTD (Garments Manufacturers INDIA) Operations and sales coordinator.

Roles and Responsibilities

- Assist managers in day-to-day coordination and management of business operational activities.
- Ensure compliance with company standards and procedures.
- Coordinate and manage project tasks to ensure project delivery within allocated budget and timelines.
- Build and maintain strong customer relationship through regular meetings and communications.
- Evaluate current operational performance and provide strategic plan for improvements.
- Provide direction and guidance to internal teams to achieve performance targets.
- Follow standard operating procedures for efficient business operations.
- Schedule and coordinate vendors.
- Coordinate and develop training programs and materials.
- Market and promote product and services.
- Develop monthly sales reports

Sales Supervisor

khost supermarket

Jan '16 - Jul '17

Karama, Dubai

- Worked in **Khost Supermarket** as Operations and sales coordinator.

Roles and Responsibilities

- Understand customer needs and offer solution and support.
- Organize and coordinate sales representatives schedules.
- Research potential leads from business directories, websearches, or digital resources.
- Recruit, hire, and train new sales representatives.
- Receive and report on all sales leads.
- Supervise sales representatives and assistants.
- Answer potential customer questions and follow up call questions.
- Work with sales team when closing sales.
- Track weekly, monthly, and quarterly performance and sales metrics.
- Meet all sales quotes and goals.
- Assist sales representatives and team to meet and exceed goals.
- Managed inventory in coordination with purchasing and receiving department.

- Responded to guest queries and complaints in a prompt and professional manner.
- Made recommendations to vendors for merchandising goods and retail lines.
- Oversaw retail shop cleaning operations per company standards.
- Ensured adherence to all departmental policy in all task performance.

Audio Engineer

Kerala State Film Development Corporation; Music Studios

Trivandrum

MISCELLANEOUS

Issues with accuracy and professionalism. skilled in helping to employee conflicts in a beneficial
Work experience

- worked in music studios for 1 year.
- worked in tcv channel from 2014-2016.

Coordinator.

- understand customer needs and offer solution and support.
- research potential leads from business directories, websearches, or digital resources.
- receive and report on all sales leads.
- answer potential customer questions and follow up call questions.
- track weekly, monthly, and quarterly performance and sales metrics.
- assist sales representatives and team to meet and exceed goals.
- responded to guest queries and complaints in a prompt and professional manner.
- oversaw retail shop cleaning operations per company standards.
- assist managers in day-to-day coordination and management of business operational activities.
- coordinate and manage project tasks to ensure project delivery within allocated budget and
- build and maintain strong customer relationship through regular meetings and communications.
- provide direction and guidance to internal teams to achieve performance targets.
- schedule and coordinate vendors.
- market and promote product and services.

Personal details:

- Date of birth : sept 30, 1988
- Fathers name : Gopalakrishnan A R
- Marital status : married
- Permenant Address : Ammanath house, Thangaloor post,
Visa status: Visit visa
Passport no: V4358750

KEY SKILLS

Supervisor Retail

Skill

Windows XP

Windows 7

Windows 8

Photoshop

MS Office 2007

MS Office 2010

MS Excel

MS word

EDUCATION

Post Graduate Diploma in Audio Engineering

IHRD College of Applied science Wadakkumcherry,
Palakkad

Bachelors Degree in Electronics

Prajyoti Niketan College Pudukkad

Thrissur

Plus Two

Chaldean Syrian Higher Secondary School Thrissur

Thrissur

Matriculation

JMJ Emhs School Athani

Thrissur

Reference:

Mr. Anil Gee Varghese

Apr '18 - Sep '21

Manager

Dubai

Choithrams, Alrais

Dubai, UAE

Mob: +971 555108433

Declaration:

I do hereby declare that above stated information is
true and correct to the best of my knowledge and
belief.

Present - Jan ' 22

Jithin G

Deira, Dubai, UAE