

Resume



BINOY GOPI.

DUBAI- UAE
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VISA DETAILS

Employment Visa

Passport Number: M6583567

DRIVING LICENSE

Valid UAE Driving License.

License No: 130651.

COMPUTER PROFICIENCY

- Zoho Books, Quick Book
- BEAMS SOFTWARE.
- Microsoft Office.

OBJECTIVE

To be a part of high caliber professionals in a progressive organization, thereby sharpening my own professional skills, while at the same time contributing my best to the overall development of the organization.

WORK EXPERIENCE & RESPONSIBILITIES

- 1. Employer :** **MAF FIRE & SAFETY EQUIPMENT TR.**
Department : Sales & Marketing.
Company Profile : A Reputed Fire & Safety Equipment Trading company in UAE (Branches in Dubai, Abu Dhabi, Sharjah)
Duration : OCT 2020- Present
Designation : Sales Coordinator.
 - Coordinating the sales team by managing schedules, filing important documents, and communicating relevant information.
 - Handling calls, emails, and messages regarding Sales domestic and International, answering customer queries, informing them of delays, arranging delivery dates.
 - Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
 - Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching, and analysing sales options.
 - Setup biweekly meetings with sales executives to arrange and coordinate prospect clients and managing existing clients.
 - Aiming to achieve monthly and annual targets.
 - Responding to complaints from customers and give after-sales support when requested.
 - Review industry by specific pricing and commission structures to ensure that our prices and commission remain competitive.
 - Negotiate/close deals and handle complaints observations.
- 2. Employer :** **GOLDEN DOLPHINS SUPPLIES.**
Department : Sales & Marketing.
Company Profile : A Reputed Trading (Hospitality Supplies, Staff Accommodation Furniture, PPE/ Safety Work wear) Company in Ajman, UAE.
Duration : JAN 2017 – SEP 2020
Designation : Sales Coordinator/ Accounts.
 - Builds business by identifying and selling prospects maintaining relationships with clients.
 - Set up meetings with potential clients and listen to their demands and concerns.
 - Ensure the availability of stock for sales and demonstrations.
 - Handle monthly, quarterly and annual closings.
 - Ensure timely bank payments.
 - Negotiate/close deals and handle complaints observations.
 - Negotiating contracts and packages.
 - Collaborate with team members to achieve better results.
 - Dealing with telephone and email enquiries, creating and maintaining filing system.
 - Actively seeking out new sales opportunities through cold calling and networking.
 - Estimate or quote prices, payment terms, warranties and delivery dates.

Resume

AREA OF INTEREST

- Coordination.
- Administration.

LANGUAGES KNOWN

English, Hindi, Malayalam, Tamil.

PROFESSIONAL STRENGTH

- Communication and negotiation skills.
- Problem solving skills in crucial situations.
- Core strength of working in a team based environment , through hands on approach.

PERSONAL PROFILE

Date of Birth : 26th MAY 1983
Nationality : INDIAN
Sex : Male.
Status : Married.

3. Employer : **IVOX TECHNOLOGIES DUBAI, UAE.**
Department : Technical
Company Profile : A Reputed IT & Security Provided Company In Dubai, Carried out Security Systems and all services related to IT.
Duration : MAR 2014 –MAY 2016.
Designation : Sales Executive.

- Builds business by identifying and selling prospects maintaining relationship with clients.
- Supervise and coordinate the activities of the staffs.
- Prepares reports, presentations.
- Assign jobs and duties to office staff as needed.
- Schedules appointments and meetings for executives and upper-level staffs.
- Aiming to achieve monthly and annual targets.
- Organising sales visits.
- Collaborate with team members to achieve better results.
- Dealing with telephone and email enquiries, creating and maintaining filing system.

4. Employer : **TAURUS GROUP Sharjah,**
Department : Administration
Company Profile : A Reputed hydraulic Company in UAE, Branches in Dubai, Sharjah, Ajman. Carried out major Ship repair activities in all UAE Ports and all other kind of hydraulic works.
Duration : DEC 2011- JAN 2014
Designation : Sales cum Admin.

ACADEMIC PROFILE

- MCA (Master of Computer Application), Kerala, India.
- BSc Computer Science, Kerala, India.

DECLARATION

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

BINOY GOPI.