

Subair Poolantharakkal

Abu Dhabi, UAE

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Professional experience in UAE & OMAN, Qatar spans over 18 years in the fields of sales and Office administration. I have gained wide practical experience in my area of expertise and Also developed excellent skills in managing customer relations in diversified business Environment

EDUCATION

- Pre-Degree (State Board of Kerala)
- **SSLC**: General Education Department, Government of Kerala

EXPERIENCE

□ **Marketing Manager** (Oscar Advertising, Doha, Qatar (Group of Safari)

- Analyzed and forecasted monthly sales data of existing marketed companies within designated area.
- Analyzed sales and marketing data for improved strategies.
- Suggested innovative ideas to increase sales and improve customer experience.
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas.
- Recorded accurate and efficient records in customer database.
- Worked independently with minimal supervision.

Driver cum Purchasing Coordinator (Malabar Trading Abu Dhabi, UAE)

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods

□ **Data Entry Clerk** (Liwa Shopping Centre, Sohar, Oman)

- Documentation, Data Assembling, Keeping Record,
- Maintaining Company Files in Proper Manner
- handling quotations
- Stock keeping

	□ Sales Executive (Hamda Yousuf Trading, Dubai, UAE) ○ Quickly understanding the needs business customers ○ Responding quickly and professionally to any customer enquiries of complaints ○ Meeting potential customers and explaining to them the benefits of your company's products □ Holding UAE and QATAR Driving License
<u>COMPUTER SKILLS</u>	○ Microsoft office (Excel, Word, Power Point) ○ Adobe Illustrator / Photoshop

Strengths
Always Optimistic, Self-confident, Adaptable
Fast Learner and Good team player
Excellent problem solving and team building skills
Ability to grasp quickly and deploy emerging technologies

Full Name	Subair Poolantharakkal
Date Of Birth	26 MAY 1971
Gender	Male
Marital Status	Married
Languages Known	English, Hindi, Tamil, Arabic, Malayalam
Passport Number	V6319635
Visa	Visit Visa