



MEBIN THOMAS

QUALITY SUPERVISOR AND SALES COORDINATOR

CAREER SUMMARY

With over 2 years of experience as a Quality Supervisor and Sales Coordinator at Delta Lamps, I have demonstrated a strong aptitude for ensuring quality standards and streamlining sales processes. As a dedicated Quality Supervisor, I oversaw quality control procedures, conducted inspections, and collaborated with production teams to enhance processes. Simultaneously, in my role as a Sales Coordinator, I efficiently managed customer orders, communicated with clients, and contributed to effective sales support. This dual expertise allows me to seamlessly integrate quality assurance with sales coordination, ensuring products meet high standards while optimizing customer satisfaction.

PERSONAL DETAILS

Mobile No : +971581066343
Email ID : mbnthomas97@gmail.com
Address : Dubai Silicon Oasis,
Dubai, UAE
Nationality : Indian
D.O.B : 16-09-1997
Gender : Male
Marital Status : Single
Passport No: : V8784748

COMPUTER SKILLS

- ❖ MS Word
- ❖ MS Excel
- ❖ MS PowerPoint
- ❖ MS Outlook

LANGUAGES KNOWN

- ❖ Malayalam
- ❖ English
- ❖ Hindi
- ❖ Tamil

KEY SKILLS

- ❖ Quality Assurance
- ❖ Process Improvement
- ❖ Problem Solving
- ❖ Analytical Thinking
- ❖ Teaching Skills
- ❖ Customer Communication
- ❖ Professionalism
- ❖ Instructional Techniques
- ❖ Motivational Strategies

ACADEMIC CREDENTIALS

- 2021** **M.Sc. Organic Chemistry**
School of Chemical Sciences (SCS)
MG UNIVERSITY CAMPUS, KOTTAYAM
- 2019** **B.Sc. Chemistry**
FATIMA MATA NATIONAL COLLEGE, KOLLAM
- 2015** **Higher Secondary**
Central Board of Secondary Education
- 2013** **SSLC**
Central Board of Secondary Education

EXPERIENCE

QUALITY SUPERVISOR AND SALES COORDINATOR | 2 Years | Delta Lamps | Manufacturers of Decorative Lamps

- Ensure that all products meet established quality standards by implementing and maintaining quality control processes.
- Identify areas for improvement in production processes and collaborate with teams to implement enhancements that optimize product quality.
- Train new employees on quality control procedures and provide ongoing training to existing staff to maintain high-quality standards.
- Conduct regular inspections and testing of products to identify defects or deviations from quality standards.
- Maintain detailed records of quality inspections, test results, and any corrective actions taken, ensuring compliance with industry regulations.
- Efficiently process and manage customer orders from receipt to fulfillment, ensuring accuracy and timeliness.
- Maintain regular communication with customers regarding order status, product availability, and delivery schedules.
- Monitor and manage inventory levels to prevent stockouts and ensure timely order fulfillment.
- Provide support to the sales team by preparing quotes, proposals, and sales contracts as needed.
- Assist in coordinating sales meetings, preparing materials, and ensuring all logistics are in place.

HOBBIES

- ❖ Reading Books
- ❖ Watching TV
- ❖ Listening Music
- ❖ Traveling

TEACHING FACULTY | 1 Year

RIITS – Rameeph's IIT – JEE Training School
(NEET COACHNG)

- Keep a track of students' class work and homework on an ongoing basis
- Ensure discipline and punctuality is maintained in the classroom
- Prepare for traditional blackboard teaching method in some centers.
- Organize doubt solving sessions and extra classes, if requested by students
- Track student attendance and update in LMS on a daily basis
- Provide career and personal counseling to students on academics and future goals
- Engage with parents along with Sales team to explain institute pedagogy and address queries about program design and objectives
- Organize PTM (Parent Teacher Meeting) to chat about students' progress and institute performance
- Responsible for the overall performance and health of the batch
- Monitor performance of students and provide counseling, where required
- Ensure attendance, test scores and drop out information is captured for their respective batches in a timely manner
- Compile own batch data from LMS and provide report to Academic Manager