



ASHIK RASHEED

SALES COORDINATOR



Contact

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Skills

ANSYS 14



AUTOCAD



Managing



MATERIALS



Staff Management



Financial administration



Professional Summary

Sales Coordinator with 4 years of experience Detail-oriented and resourceful at completing projects, able to multi-task effectively. A challenging and responsible position with the opportunity for advancement, utilizing excellent communication and customer service skills



Work History

HEDES CO OPERATIVE COMPANY CHANDELIERS AND CARPETS DUBAI, UAE

2021-12 TO 2023-05

SALES COORDINATOR

- Responding to sales queries via phone and e-mail.
- Writing up accurate correct sales correspondence.
- Tracking sales orders to ensure they are sent out.
- Effectively communicating with new customers.
- Making follow-up calls to confirm sales orders

APPOLO TYRE, Thrissur, Kerala, india

2019-04 TO 2021-02

SALES COORDINATOR

- Assisted in sales, inventory, training and scheduling of a staff of 30 employees
- Coordinate 9-team member shifts
- Ensured timely delivery of all supplies and equipment 2 years in a roll
- Sales coordination of 2,000+ pipes daily

2013-06 -

2017-08

2010-06 -

2012-03



Education

MECHANICAL ENGINEERING

Hindustan College of Engineering - KOLLAM, KERALA

High School Diploma

Kerala University



Languages

English



Hindi



Malayalam



Arabic

