**Objective**

To pursue a long term career in a top notch organization that provides opportunities for career growth and professional development in a challenging and competitive environment where my excellent communication & organizational skills could maximize profitability.

**Core Competencies:**

* Possess strong analytical, problem solving, written and verbal communication skills
* A good team player
* Interpersonal and relationship - building skills
* Research and intelligence gathering
* Good Presentation / public-speaking skills
* Time Management
* IT Skills:Hands on experience in SAP and MS Office tools.
* Planning & Organizing

**Work Experience *Temporary jobs***

**Company: ATN Media FZ LLC** **Period: June’2012 – Sep’2012**

**Position: Sales Coordinator**

* Reporting to the Director & General Manager on the daily sales achieved
* Coordinating with the Sales Managers & Sales Team of all the branches
* Training the new recruits on sales presentations and documentation
* Generating daily Sales reports in Oracle database
* Ensuring accuracy in the Contract Forms filled by the Sales Executives
* Designing the Artworks & Specimens referring client’s data and if required, directly contacting the customer for artwork designs/ material
* Preparing the Incentive Chart based upon performance
* Generate Management reports, Barter reports & Quarter reports
* Coordinating with the Production Dept, EDP Dept & Editorial Dept
* Handling customer enquiry & sales team enquiry
* Coordinating with Administration and Accounts department over incentives and related issues
* Preparing confidential letters, proposals and memorandums

**Company: Syed Ali Shipping Agency Period: Aug’2009 – Feb’2009**

**Position: Coordinator**

* Prepare bills of lading; check items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
* Prepare export declaration form, pro-forma invoice.
* Maintain department database, prepare routine reports, and file shipping records.
* Record tracking information, dimensions, weight and special notations including packing instructions.
* Take quotes from various shipping companies to determine the apt one based on the packages destination and required delivery time.
* Logistic co-ordination for timely delivery of the containers to the port, arranging for seal.

**Company: Coromandel Fertilizers Limited Period: May’2008 – Oct’2008**

**Position: Retail Stores Manager**

* Managing allotted retail stores
* Marketing to increase sales
* Promotional activities
* Creating awareness among customers about products
* Reaching assigned targets
* Supervising sub-ordinates and help them reach targets
* Reporting of day to day activities in the branch office to the head office
* Maintenance of stores and satisfying the customers at every touch point

**Company: Cygnus HR Solutions Period: June’2007 – May’2007**

**Position: HR Recruiter & Counselor**

* Identifying the requirements of HR in various consulting companies
* Recruitment of personnel based on client requirement
* Conduct interviews and identifying the talent of applicants
* Package negotiations

**Academic Qualifications**

2007 Master's degree in M.B.A. from NIST, Andhra University

2005 B.Com graduate from Gowri degree college, Andhra University

2002 Intermediate studies in CEC from Gayathri Vidya Parishad, Vishakhapatnam

2000 SSC from SSV High School, Vishakhapatnam

**Software Skills**

Operating Systems : Windows Vista, WINDOWS NT/2000/XP/98/95

Office Suite : MS-Word, Outlook, Excel, PowerPoint

ERP : SAP

**Personal Details**

Date of Birth : October 22, 1984

Linguistic Capabilities : Well versed in English, Hindi and Telugu

Strengths : Punctual, Friendly, Obedient, Willingness to Learn

Hobbies : Interacting with people, listening music, reading and surfing net

**Individual Assessment:**

I perceive myself to be an individual dedicated to undertake my responsibilities to the best of my abilities. My optimistic thinking, punctuality, honesty and hard work are my major strengths.

is given by me is true to the best of my knowledge.



**Gulfjobseeker.com CV No:** **1507800**