# Objective

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I look forward to working in an organization that offers me a challenging, yet friendly atmosphere, where everyday is a learning experience, thereby contributing not only to my professional growth - but personal development as well.

# Key Skills & Competencies

* Client Management & Customer Service
* Negotiation Skills
* Team work & Business Management Skills
* Critical Thinking & Decision Making
* Time Management & People Management
* Interpersonal & Cross cultural communication Skills
* Effective Listening
* Creativity and Reliability

# Experience

## Sales Co-ordinator & August 2015 – October 2016

**Assistant Operations Incharge – Aircon Group of Companies**

*Industrial Area 15, Sharjah UAE*

One of Sharjah Well known Company dealing with all HVAC products having a trading section and also its own PAL Pre-Insulated Ducting Factory in sajja with 60 Employee workers included.

**Duties:**

* Following up with customer/Companies regarding quotations regularly to gain feedback and negotiate to finalize orders.
* Consulting and assisting customers/Companies with product selections by providing necessary information of products and clarifications to doubts through our engineers.
* Providing Companies with Technical Submittals for required products for consultant approval for projects.
* Preparing Quotations as per request from customers.
* Preparing Order Acknowledgement/Performa Invoice once Order received.
* Preparing Compliance statements for product approval as per project specifications from Consultant.
* Cold calling the clients of Sales Engineers to meet sales targets when required.
* Co-ordinating the work with the Sales Engineers by providing necessary support and communication from office to them and if necessary directly to clients/companies for efficient services.
* Looking over the Sales Engineers performance and giving the feedback to the Sales manager, Operations Manager & General manager weekly and Monthly.
* Making sure the Purchase department, Application department and in certain cases the accounts do the required work in time, so as to provide efficient service to clients without delays.
* Managing the delivery department by communicating with the delivery in charge on daily basis and solving any delays caused by communicating the same to client.
* Addressing to customer/client problems and solving them to the earliest by communicating with the required department.
* Sending work orders to the factory for orders received and communicating required information from client and also from the factory back to the client.

# Experience

## Color Consultant – Asian Paints Pvt Ltd October 2013 – March 2015

*Panjim Goa, India*

India’s largest and Asia’s third largest paint company, operating in 18 countries and has 26 paint manufacturing facilities in the world-servicing consumers in over 65 countries.

**Duties:**

* Interacting with guests regularly to gain feedback on quality and effectiveness of services.
* Consulting and assisting clients with product selections.
* Effective budget management based on client requirements and assisted with on-site consultations.
* Negotiating purchases with new clients and retention of old clients by offering the latest services/products available.
* Cold calling clients to meet sales targets.

# Education

## Bachelor of Fine Arts – Goa College of Arts June 2009 – April 2013

**Secondary Education – The Don Bosco High School June 1996 – March 2009**

# Additional Qualification

## Diploma in Office Management – Stenodac Commercial Training Inst. May – October 2013

Successfully completed Diploma in Office Management where I acquired the following skill set:

* Office Management Computer typing 35w.pm
* Basic Accounts
* Reception Skills
* Telephone Techniques
* EPABX Operating
* FAX Operating
* Personality Enhancement
* Communication Skills

## Adobe Photoshop Training

I gained extensive in depth knowledge of Adobe Photoshop software while studying in college as my final graduation project was graded on the applications of this designing software.

# Personal Details

**Languages known:**

* English – Proficient
* Konkani – Proficient
* Hindi – Proficient

**Date of Birth:** 4th November

**Marital Status:** Single

**Nationality:** Indian

**Driving License:** Yes, Indian only