Nusrath

[Nusrath.364709@2freemail.com](mailto:Nusrath.364709@2freemail.com)



A skilled and a diligent sales coordinator with knowledge of handling multiple tasks at once. Experienced in coordinating sales activities in different organizations. Seeking a challenging position to utilize my skills and knowledge in the mentioned field

**Strength and Skills**

* Willingness to learn new things.
* Good Communication skills, positive, confident and determined approach.
* Quick grasping power.
* Ability to work under pressure and to work well as a part of team.
* Sincere, dedicated & hard working.

Professional Experience

**Sales Co-ordinator | April 2014 - till date**

*Petron Core India, Navi Mumbai, INDIA*

***Duties and Responsibilities***

* Coordinating sales team by managing schedules, filing important documents and communicating relevant information.
* Prepare sales quotations in excel file in response to customer inquiries and organize technical submittals as required and applicable.
* To be responsible for accurate and timely issue of quotations and proforma invoices.
* Ensure the adequacy of sales-related equipment or material.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers in a professional and friendly manner.
* Respond to complaints from customers and give after-sales support when request.
* Handle the process of all orders with accuracy and timeliness.
* Carrying out administrative tasks such as data input, completing paperwork and filing documents like Invoice receiving copies, Delivery challan, sevice reports etc.
* Completing the administrative needs of the Sales Department.
* Making follow-up calls to confirm sales orders.
* Follow up of Payments.

**Sales Co-ordinator | December 2011 – March 2014**

*FireTex Protective Technologies, Mumbai, INDIA*

***Duties and Responsibilities***

* Managing all the sales related activity of the company.
* Ordering and ensuring the delivery of goods to customers.
* Resolving any sales related issues with customers.
* To keep stock updated of sale-related equipment or material
* Inform clients of unforeseen delays or problems.
* Assist in the preparation and organizing of promotional events
* Communicate product specs, new product information, and discontinued items
* Assist with company events and shows, as needed
* Perform all other duties as requested

**Sales Coordinator | May 2009 - August 2011**

*Atul Trading Company, Mumbai, INDIA*

***Duties and Responsibilities***

* To do correspondence against enquiry from the clients & other necessary correspondence.(like send quotations, Samples, Technical Specifications)
* To be responsible for accurate and timely issue of quotations and proforma invoices.
* Respond to inbound sales calls.
* Updating the status of sales order in the database
* Arrange materials for dispatch against purchase order
* Follow up for the payment & Maintaining all files
* Understand the company’s goal and purpose so that will continual to enhance the company’s performance.

Educational Qualification

* **Masters in Business Administration**

Mumbai, India

* **Bachelors in Commerce**

Vikas collage,

Mumbai University, India

Computer Skills

* MS Office (Word, Excel, Outlook)
* DTP Coreldraw

Personal Details

Date of Birth : 22 - June - 1984

Nationality : Indian

Marital Status : Married

Language : English (spoken and written)

: Hindi (spoken and written)

: Urdu (spoken)

Reference

References available on request