**PAWAN**

**PAWAN.371898@2freemail.com**

SALES COORDINATOR

SUMMARY

With 2 years of experience in the field of sales coordination and office administration; I am a dynamic learner who has an evident reputation of rehearsing decision making ability. Highlyorganized and well informed individual with strong attention to target the pre and post sales related activities. I am also proficient in delivering strong customer service skills with a keen ability to work towards absolute Customer Satisfaction.

WORK EXPERIENCE

2015-08 2017-07

Sales Co-Ordinator TAYSEER NETWORKS COMPANY- UAE Role Responsibilities: Updating customer's information, sending new one time offers and verification. Selling the brand product Etisalat SIM card prepaid and post-paid indoor sales. Office duties excel maintaining data of customers. Maintaining the daily, weekly and monthly sales as per location and planning target and acknowledge it's to be achieved. Convenience customer to buy the product and advising the benefits of the product and telling customer about terms and conditions about it on email and verbal. Acknowledging the customer about the new offers running by company. Involvement in planning & promoting the product for the growth of the company. After sales services.

RELATIONSHIP MANAGER- FOREIGN NATIONALS VODAFONE INDIA LIMITED- MUMBAI (TRANSFERRED FROM TAYSEER NETWORKS LIMITED) SEPTEMBER 2016 TO JULY 2017

Role Responsibilities: Handling Foreigner customer who are coming on Visa and taking sim cards. Email and drafts about new offers and about value added packs. Upselling promotional offers to the customer on call or email sometimes visits if needed. Handling customers accounts and been as a customer service helping out for any concerns or complaints. Documents updating for the customer keeping records of visa details entry and exit. Daily reports, update and analysis of reports.

EDUCATION

2012 - 2015 Bachelors in Commerce University of Mumbai Major in Management & Accounts

SKILLS

Professional

* Sales MS Office
* Customer Service
* Numeracy
* Complaints Handling
* Efficiency in PPT Maintaining of records
* Supervising minutes of the meeting

Personal

* Good Communicator
* Team Player
* Works well under pressure
* Adaptable to different working environment Positivist

Date of Birth: 16th May 1994

Nationality: Indian

Marital Status: Single

AVAILABLE IN UAE FOR AN INTERVIEW Visa Status: Visit Visa Expiring on October 2017