

**ISMAIL**



Dubai – United Arab Emirates



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HIGHLIGHTS



Seeking a career in a leading organization with a challenging and collaborative work environment.

Goal-oriented, sincere and fast learner



EDUCATION



* Completed **Bachelor of commerce with** **computer application** on 2011 at CMSCollege of science and commerce, Coimbatore – India
* Pursuing Advance MS Excel at AIMS Abu Dhabi



TECHNICAL SKILLS



* Experienced in SAP ERP (SD& MM) – 4+ Years
* SAP EWM – Extended Warehouse Management System – 1 Year
* Outlook and MS Office packages



ADDITIONAL INFORMATIONS



**Multilingual**: Fluent in English, Hindi,

Malayalam, and Arabic (Basic)



PROFESSIONAL EXPERIENCE



SALES COORDINATOR AT MHP FOOD TRADING LLC From August 2016 to Till date

* Respond to customer inquiries / complaints
* Part of Monthly, Quarterly, Yearly sales planning and Budgeting
* Assist the sales team for all the back end works related to sales such as price quotations, contracts etc.
* Prepare Internal Memorandums on demand of Sales Team
* Market Price Monitoring
* Prepare Target & Achievement sheet of Sales Team
* Support sales team in planning process
* Report the status of Overdue & Collection to Management
* Assisting in implementing the sales strategy as set by the sales manager
* Support Finance Team for daily smooth operation
* Coordinate with logistics team in case of delivery issue
* Execute & Follow up Tasks of Sales Team on demand of Management
* Part of Weekly/ Monthly Reporting Meeting
* Maintain and update customer data bases
* Complete the administrative tasks

**OTHER RESPONSIBILITIES**

* **SAP – SD (Sales & Distribution) module key user**
* Representative of SAP - SD module
* Update and maintain the master data for clients, articles
* Coordinate with IT and SAP team to solve issues when error occurs



INTERESTS



* Travelling
* Football
* Photography



PERSONAL DETAILS



Date of Birth Feb 17th 1992

Gender Male

Nationality Indian

Valid UAE Driving License Holder



LEADERSHIP EXPERIENCE



Performed well as a group leader on academic sports and cultural activities



ACHIEVEMENTS



Became employee of the month at Spinneys Dubai LLC (Logistics Division) for finding product damages and claiming from an import supplier



REFERENCES



Will be provided upon your request

SALES COORDINATOR AT FATHIMA TRADING CO. LLC From May 2015 to July 2016

* To respond quickly and efficiently to all incoming sales enquiries, by telephone, fax and email
* To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities
* Promotion of company facilities to new and existing clients through a pro-active approach
* Preparation and submission of quotations to the customers for required items
* Participation of online and offline tender such as Etihad flight catering, NCTH, Global Emirates etc.
* Give notification to sales teams about their monthly achievements against targets
* Prepare sales data by achievements, volume, GP etc. for weekly/ monthly analysis
* Close monitoring of outstanding payments and report to sales manager all the outstanding payment details
* Responding and coordinating all internal meeting requests
* Record the progress of all enquiries and translate in to monthly report, including source of business trends, future predicted sales and other various reports as directed by the sales manager
* Maintain and update customer data bases
* Make sure the operational standards as per ISO policy
* Complete the Administrative tasks within time frame

**OTHER RESPONSIBILITIES**

* **Hygiene representative**
* Give necessary support to staffs to understand hygiene standards
* Do internal audits and update the files
* Arrange trainings for food handlers

ADMIN STAFF AT SPINNEYS DUBAI LLC

From December 2012 to March 2015

* Worked as admin staff (Retail and Logistics) at Spinneys Dubai LLC on the above mentioned period

I hereby declare that all of the above information is correct to the best of my knowledge

**Ismail** **** **Dubai**