

Bibin

**Sales Coordinator | SHJ, UAE**

email: bibin-393156@2freemail.com

**Career Objective:**

Seeking a quality environment and an opportunity where I can blend my leadership qualities and technical skill to analyze different businesses, built up customer relationships and be the integral part of an organization as a key revenue generator and value creator. I am fervent to explore and learn beyond my prescribed job profile to increase my potential and to mark a stand in my profession.

**Work Experience: 1**

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|  | Duration | : | August 2018 – till date |
|  | Designation | : | Sales Coordinator |

**Job Description**:

* Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
* Ensuring the adequacy of sales-related equipment or material
* Responding to complaints from customers
* Stored and sorted financial and non-financial data in electronic form and present reports
* Handled the processing of all orders with accuracy and timeliness
* Informed clients of unforeseen delays or problems
* Monitored the team’s progress, identify shortcomings and propose improvements
* Assisted in the preparation and organizing of promotional material or events
* Ensured adherence to laws and policies

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| **Work Experience: 2** |  |  |  |
|  | Duration | : | October 2017 – August 2018 |
|  | Designation | : | Graphic Designer |

**Job Description**:

* Interacted with clients to determine and analyze the scope of a project
* Reviewed final layouts to make needed suggestions for improvement
* Recommended to client’s strategies to reach a certain audience
* Designed graphics that identify a product or communicate an idea
* Determined colors, images, text style, and shapes to create layout
* Acted as instructor to team of workers that arrange and prepare layout for printing
* Created electronic version of designs using computer software
* Studied information and materials to plan concepts for design

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* Performed administrative duties, such as managing information and assigning tasks to subordinates
* Prepared rough draft of material based on agreed brief of client or art director
* Related with external printers or contractors on a regular basis to ensure highest quality and deadline are met
* Proofreader designs for errors before final printing or publishing
* Performed research for new software or design tools
* Developed new business idea and contacts
* Conducted research on competitors and market trends
* Incorporated recommended changes by the clients into the final design
* Created an interactive design
* Worked as part of a team with stylists, photographers, illustrators, copywriters, web developers, and other specialists

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| **Work Experience: 3** |  |  |  |
|  | Organization | : | Serco Private Limited |
|  | Duration | : | November 2014 - May 2016 |
|  | Designation | : | CSA (Customer Service Associate) |

**Job Description:**

* Collecting account and billing processing information from the clients.
* Resolving disputes in billing date and solving customer complaints in credit cards.
* Providing banking solution to the rising needs of the customers.

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| **Work Experience: 4** |  |  |
|  | Organization | : First Source Solutions |
|  | Duration | : January 2014 - September 2014 |
|  | Designation | : CSA (Customer Service Associate) |

**Technical Proficiency:**

* MS Office 2016
* Platform: Windows 10
* Any other tools which you work on

**Educational Qualification:**

* **Diploma in Computer Science Engineering**: 2009-2012 from Sri Sai Ram PolytechnicCollege with an aggregate score of 62%.
* **SSLC**: 2008 - Completed State board education from MCCHSS with an aggregate of 49%

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| **Personal Details:** |  |  |  |
|  | Date of Birth | : | 11.04.1991 |
|  | Nationality | : | Indian |
|  | Visa Type | : | Employment Visa |

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