**SHREYAS**

**Sales & Marketing Coordinator Dubai, United Arab Emirates Email:** [**shreyas-395727@gulfjobseeker.com**](mailto:shreyas-395727@gulfjobseeker.com)

**Personal Details**

DOB : 06/06/1995

Sex : Male

Nationality : Indian

Status : Single

**Passport Details**

Date of Issue : 28/05/2018

Date of Expiry : 27/05/2028

**Languages Known**

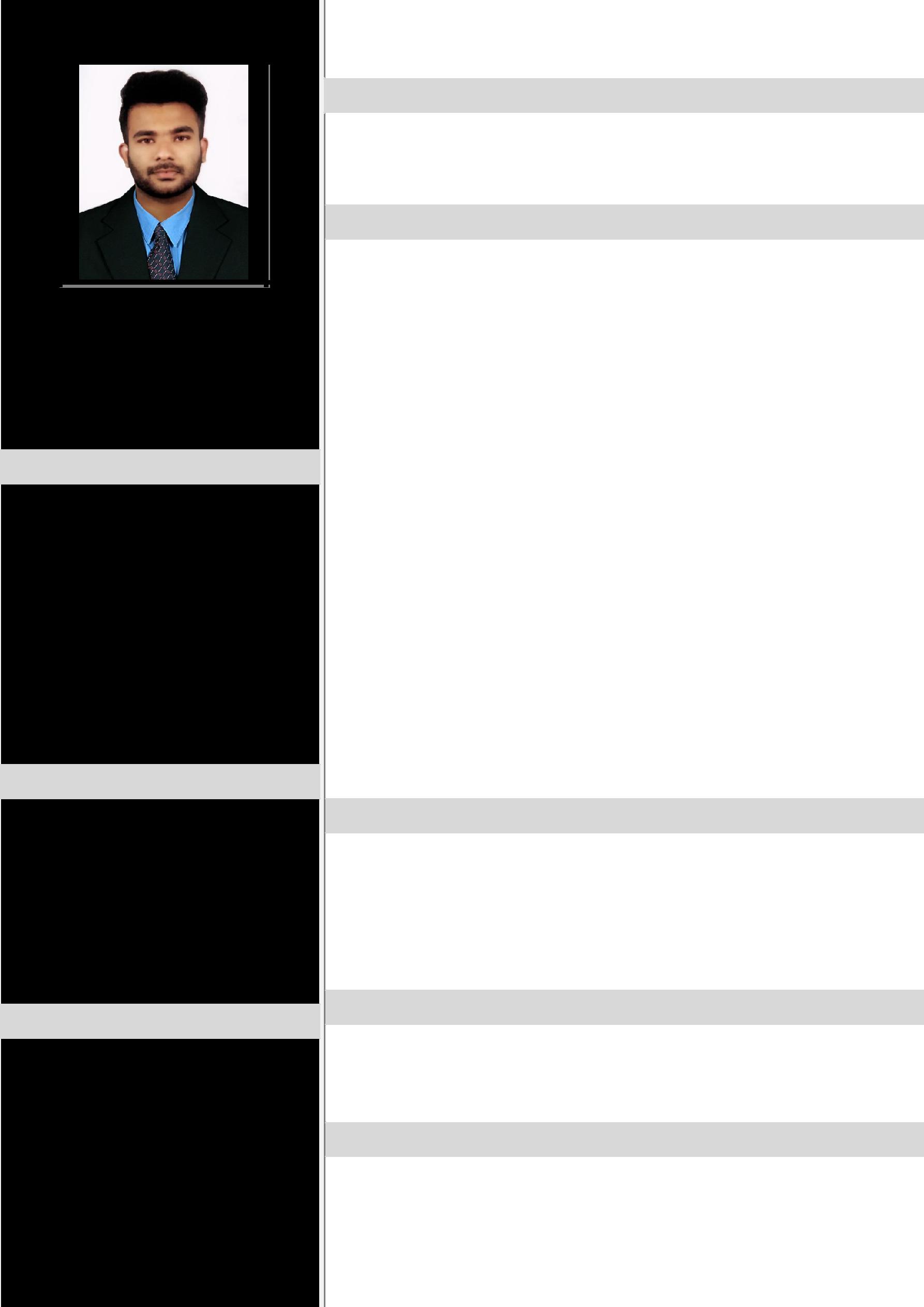
English

Malayalam

Tamil

Hindi

**CURRICULAM VITAE**



**Career Objective**

To ensure a highly successful career, seeking for a challenging job and healthy environment where I can utilize my skills, experience and knowledge efficiently for organizational growth

**Professional Experience**

* 6 months experience as SALES COORDINATOR

**Duties and Responsibilities**

* + Coordinating Sales Team by Managing Schedules, filling important documents
  + Ensure the adequacy of sales related equipment or material
  + Respond to complaints from customers and give after sales support when requested
  + Store and sort financial and non-financial data in electronic form and present reports
* 6 months Experience as a MARKETING COORDINATOR (Signature Motors)

**Duties and Responsibilities**

* + Implement marketing and advertising campaigns
  + Prepares marketing reports by collecting analyzing summarizing sales data
  + Monitors budget by comparing and analyzing actual results with plan and forecast
  + Support sale staff by providing sales data, market trends forecast and new product information
  + Researches on competitive products by identifying and evaluating product characteristics, market shares, pricing

**Educational Qualification**

* Dual Master of Business Administration(Human Resource Management and Shipping and Logistics Management) From Bharathiar University, Coimbatore,2018
* Bachelor of Commerce with Computer Application (B.Com )2016
* Passed HSE From Higher Secondary Education Board, Kerala ,2013
* SSLC Board of Public Examination,2011

**Professional Skills**

* Tally ERP.9
* MS Office
* Internet and Email handling

**Declaration**

I do hereby confirm that the information given in the resume is true to the best of my knowledge and belief.

Place: Al-Karama **SHREYAS**

Date