NISHA



Dubai, UAE – Employment Visa (Transferable)

[Nisha-396534@2freemail.com](mailto:Nisha-396534@2freemail.com)

**CAREER OBJECTIVE**

To be part of a stable company and join the path of the people behind productivity and excellence. Scaling new heights of success with hard work & dedication and leaving a mark of excellence on every step; aiming for middle level assignments in **Admin/ Procurement/ Secretarial/Sales Coordination** with an organization of high repute

**PROFILE SNAPSHOPT**

* Extensive knowledge of coordinating all of the entities involved in a supply chain.
* Expertise in ensuring the availability & delivery of right quality materials at the right time, price & terms and ensuring delivery of the goods / shipments as per committed timelines
* An effective communicator with strong interpersonal, team building, negotiation, presentation, convincing & analytical skills; ability to think out-of-the-box and contribute ideas towards achieving business excellence.
* Having a passion for delivering excellent customer service in a cost effective way.
* Able to work under pressure and ability to adopt in different environment.
* Extensive experience in the strategic planning and transportation of products.
* Able to negotiate rates with local contractors and also international companies.
* Planning of procurement, production, inventory control, logistics and distribution.
* Knowledge of managing returns and rejections professionally & promptly with suppliers.
* Excellent in decision making and having strong sense of responsibilities

**EMPLOYMENT EXPERIENCE**

**Medical Equipment supplier in UAE, (Authorized partners of *SIGMA-ALDRICH*-Germany) MAR 2012 – Present**

# Sr.CustomerServiceRepresentative: Bio-Chemical Firm

* **Duties:**

* Managing all the sales related activity of the company.

* Handling a high volume of customer enquiries mainly of Government Agency, University and leading Chemical Manufacturing Co. with a high quality of service to all their queries.

* Tracking sales orders to ensure that they are scheduled and sent out on time.

* Effectively communicating with customers in a professional and friendly manner. * Ordering and ensuring the delivery of goods to customers.

* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.

* Contacting potential customers to arrange appointments.

* Speaking with customers using clear and professional language. * Completing the administrative needs of the Sales Department. * Making follow-up calls to confirm sakes orders or delivery dates.

* Analyzing markets to determine vendor’s sources and product availability. * Prepare comparison statement for received quotations.

* Follow up with supplier for Delivery status/ Rejection item/ Availability of item/Replacement item for the reported missing or damaged item from customers.

* Handling and working in Purchase Order Processing in Sage System including encoding, dispatching ,updating of supplier invoices & Inventory Control

* Preparing & monitoring the list for special prices for stock items. * Following up with vendor regarding delivery details.

* Comparison of prices of product with diverse vendors.

**CRYSTAL CITY BLDG MATERIALS TR CO (DIV OF ARG GROUP). SEP 2009- FEB 2012**

# Sales coordinator cum Purchase controller:

* **Duties:**

* Making quotations, requisitions, submittals, proforma invoice, distributor’s cost price comparison, data profile of customers & suppliers, making summary report of creditors & debtors, compliance statements and making purchase order.

* Making LPO’s using GP (Great Plain).

* Making inquiries through fax, calls & mails as a front liner for the follow-ups.

* Monitors the log of staff members and maintain effective record of the management.

* Formulating letters such as business correspondence, inquiries, sorting internal and external communications.

* Responsible for fixing and confirming daily appointments of General Manager and all Sales Persons as jotting down in-detailed the minutes of the meeting.

* Proper coordination with the sales persons when doing business as referring / reoccurring problems with the customers and suppliers and maintaining good relationship with them.

* Establish and maintain Human Resource-related employee files reflecting salary increase, deductions, garnishments, annual leave & reinstatements, benefits & others as exercising a high level of confidentiality.

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**EDUCATION AND CREDENTIAL**

* + ***Bachelor of Science in Chemistry***

## Kerala University, India in 2007

* + ***AISSC Examination* - (**Science**)**

## CBSE Board, India in 2004

**PERSONAL VITAE**

Date of Birth: 06th Mar, 1986

Languages Known: English, Hindi, Tamil and Malayalam Nationality: Indian

Marital Status: Married

Passport Details: valid 25/07/2017

Visa Status: Employment Visa -Transferable

**SPECIAL SKILLS**

# Computer & IT:

* + Expert in Microsoft Office™ (Word™, Excel™ PowerPoint™ Outlook™), Internet & Research.
  + Expert in Sage Accpac (ERP), GP (Great Plain)

**PROFESSIONAL REFERENCES**

o **Available upon request.**