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**RESUME**

**Mrs. Lakshmi**

**Email :** **lakshmi-397826@gulfjobseeker.com**

**Date of Birth :** June 30, 1970

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|  | **ACADEMIC BACKGROUND** |  |  |
|  | Academic Qualification | **:** | Bachelor of Commerce - 93 |
|  |  |  | Mumbai University, India. |
|  | Computer Utilities | **:** | Diploma in Software Engineering |
|  |  |  | (M.S.Word, Excel, WS, |
|  |  |  | FoxPro2.6, Lotus123, Dbase4) |
|  |  |  | (Aptech Computer Education). |
|  | **PERSONAL PARTICULARS** |  |  |
|  | Languages known | **:** | English, Hindi, Marathi and Tamil |
|  | Hobbies | **:** | Watching television and cooking |
|  | Visa Status | **:** | Visit Visa valid till August 2020 |
| Driving License | **:** | Valid UAE driving license |

**CAPABILITIES**

Can work effectively under pressure with efficiency.

Can work independently & manage the day–to–day work in absence of superiors.

**PROFFESSIONAL EXPERIENCE**

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|  |  |  |  |
| **Designation** | **:** | **Sales Co-coordinator** |
| **Period** | **:** | **Year 2017 to 2018** |

**Job Profile**

* Processing Sales Orders, raising production requests, follow-up production, delivery/logistics, stores for the timely delivery.
* Monitoring local deliveries.
* Coordinating with all the branches in the GCC Countries, updating time to time about delivery status other related issues.
* Resolving Client/branch complaints related to sales, deliveries, etc.
* Arranging samples, submittals.
* Maintaining stocks of fast-moving items.
* Attending sales meetings, Handling petty cash and sending reports to HO on daily basis.

**Astic General Trading L.L.C. Dubai, UAE**

One of a major supplier and manufacturer of Heating, Ventilation and Air Conditioning Products. Since its inception as a general trading company specializing in HVAC, Astic has over the years diversified into industries such as Building Materials and Oil & Gas and now spearheading into manufacturing of HVAC products through its very own brand ALFA. ALFA is Astic’s very own maiden brand with products ranging from rubber insulations (tubes, sheets & rolls), Ducting, Adhesives & Tapes. In addition Astic also trade’s in various other products like Rockwool Insulation, Fiberglass insulation & ancillaries, GI Coils, Aluminium Sheets etc.

**Designation Period**

**:**

**:**

**Sales Executive cum Sales Co-coordinator Year 2013 to 2015**

**Job Profile**

* Attending to all sales enquiries. Preparing quotations.
* Meeting clients to get orders as and when required.
* Sales follow-up & negotiating with clients to get / finalize orders. Coordinating with logistic dept. for timely delivery.
* Coordinating with factory for availability of material / samples & other technical support.
* Payment follow-up.
* Liaison with clients for deliveries, payments and other sales related issues.
* Assisting operations / logistic & accounts dept.

**Abdulla Al Zaabi Bldg. Mat. LLC**

***Agents for Insulation, cladding and ancillary manufacturers especially with Rockwool Manufacturers with full expertise for marketing and sales***

***(DISTRIBUTOR FOR FUJAIRAH ROCK WOOL, SAUDI ROCKWOOL, EXEED FIBERGLASS INSULATION, AFICO FIBERGLASS INSULATION)***

A UAE based Trading Company dealing in sales and marketing of Rock Wool Insulation, Fiberglass Insulation & Ancillaries for industrial, commercial and residential sectors.

**Designation** **:** **Sales Co-coordinator**

**Period** **:** **Year 2005 to 2013**

**Job Profile**

* Attending to all sales enquiries. Preparing quotations.
* Sales follow-up & negotiating with clients to get / finalize orders.
* Coordinating with logistic dept. for timely delivery.
* Coordinating with factory for availability of material / samples & other technical support.
* Payment follow-up.
* Liaison with clients for deliveries, payments and other sales related issues.
* Assisting operations / logistic & accounts dept.
* Responsible for Follow up of receivables
* Cheque deposit, Reconciliation of bank statements
* Handling petty cash and administration.
* Processing orders, & updating clients.
* Co-ordination with Sales personnel regarding customers, sales related issues.
* Preparation of daily - weekly Sales, invoicing, & collection reports.
* Also handling secretarial functions, administration

**Unisafe Fire Protection Specialists LLC**

A UAE based Fire Protection Company, dealing in installation & maintenance of fire protection systems and safety equipment for onshore, offshore, industrial, commercial and residential sectors.

**Designation** **:** **Sales cum Project Co-ordinator**

**Period** **:** **May 2000 to April 2005**

**Job Profile**

* Preparing quotes for the customers with full details on the product specifications, Terms & Conditions etc.
* Processing orders, keeping track of the consignments & updating clients and follow-ups for timely delivery.
* Liaison with Clients for deliveries and other sales related issues.
* Forecasting of equipments and construction materials on the basis of PO’s and re-order level using Procurement software Focus5.
* Assisting Purchase department for releasing LPO to different approved suppliers using Focus5.
* Co-ordinating with Design, Sales, Projects, Commissioning and service department on project-to-project basis using Lotus Notes based Intranet.
* Co-ordination with Sales & Marketing personnel regarding customers, other sales related issues.
* Follow-up with suppliers for materials.
* Arranging for Commissioning, Civil Defence Certificates.
* Preparation of monthly Sales and Marketing reports.
* Assisting design and Project dept. in day-to-day routi

**Lakshmi**