**SREEJU**

**Areas of Expertise** Sales Coordination **Academic Credentials**

**Master of Business Administration**

(2012)

( India)

**B.COM (2010)**

 ( India)

**IT Awareness**

* Tally ERP 9
* Diploma in Indian & Foreign Accounting(DIFA)- Peachtree, Daceasy, Wings
* MS Office

**Personal Dossier**

Date of Birth: 28/10/1990 Gender: Female

Marital Status: Married Nationality: Indian Linguistic Abilities:

English, Hindi, Malayalam & Tamil.

**CURRICULUM VITAE**



# Career Objective:

Looking for a position with opportunity advancement in the coordinator role to accomplish career goals and contribute to the efficiency of the team.

# Career Snapshot:

6 years of experience in Sales coordination.

Well versed in Sales coordination, management reporting, letter drafting and Customer Relationship Management.

# Professional Experience:

**DUBAI (Supplier of Heavy**

**Truck Spare Parts)**

Sales Coordinator Cum Receptionist

Since: February

## Duties and Responsibilities

* Responds to any inquiries from the consumer
* Prepared quotes as per the requirements via phone, email etc
* Coordinate sales team by managing schedules, filing important documents and communicating relevant information
* Handle the processing of all orders with accuracy and timeliness
* Inform clients of unforeseen delays or problems
* Respond to complaints from customers and give after-sales support when requested
* Effectively communicated with customers in a friendly & professional manner.
* Preparation of invoice
* Answered, screened and forwarded incoming phone calls.

**Technical Training**

Summer Internship in ITI Ltd, Palakkad, Kerala.

(Organizational Study)

Project on Profitability Analysis of Selected Companies in Telecom Industry.

**Self-Analysis:**

Team player Flexible Reliable

Dedicated and smart worker

**Visa Status:**

Husband Visa Expiry: 15.01.2021

**Bonafide Surgicals, KOCHI, INDIA (Dealer of Orthopedic Implants)**

Sales Coordinator Since: July 2016 to December 2018

## Duties and Responsibilities

* Managed all the sales related activity of the company.
* Handled a high volume of customer enquiries whilst providing a high quality of service to each caller.
* Tracked sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicated with customers in a friendly & professional manner.
* Ordered and ensured the delivery of goods to customers.
* Prepared quotations as per the requirement.
* Carried out administrative tasks such as data input, processing information, completing paperwork and filing documents
* Contacted potential customers to arrange appointments.
* Resolved any sales related issues with customers.
* Completed the administrative needs of the Sales Department.
* Made follow-up calls to confirm sales orders and delivery dates.
* Responded to sales queries via phone, e-mail and in writing.
* Accurately analyzed and assessed statistical data.

**LAVASA VISUALS PVT LTD, KOCHI, INDIA (Advertising Agency)**

Sales Coordinator Since: July 2014 to June 2016

## Duties and Responsibilities

* + Assisted sales team by focusing on managing schedules and following up on sales quotations
	+ Responded to online on telephonic queries.
	+ Liaise between departments to provide support to sales activities.
	+ Assessed the progress of sales activities.
	+ Assisted in devising and implementing sales strategies.
	+ Follow up on all inquiries and prepare sales proposals.
	+ Performed sales reporting and analysis
	+ Prepared of Payroll.
	+ Short listed candidates according to their job profile.

**CYRYX COLLEGE, Male’, Maldives**

Assistant Lecturer

Since: July 2012 to May 2014

## Duties and Responsibilities

* + Conducted Lectures as per institutional norms & timings.
	+ Participated in the development, administration & marking of exams and other assessments.
	+ Directed the students on how to use the study materials for positive results in work
	+ Given Lecture on Financial Management, Accounting, Corporate Communication, Personality Development & Life skills, Marketing Management etc.
	+ Engaged with broader scholarly & professional communities.

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**Rewards and Recognition**

Received an award for all round performance –Jayalakshmi Neelambal Endowment from Sree Saraswathy Thyagaraja College, Pollachi

Participated many Seminars Conducted by Coimbatore Management Association (CMA)

 **Contact Details:**

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 Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

 YouTube Video CV

 <https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

 View My CV on Gulfjobseeker.com CV Database

 <http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

 Chat with me Live on Zoom

 <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>