

**Jehangir Khan** 

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**CAREER OBJECTIVE:** To obtain aposition in Sales that will allow me to utilize my skills and has potential for growth.

**PROFILE:** A Passionate sales coordinator with strong attention to detail targeted at handling pre and post sales processes related activities. Strong customer skills with a keen ability to work towards total customer satisfaction.

**KEY SKILLS**

* Active learner with a keen ability to practice good judgment.
* Proven proficiency in using technology to aid sales coordinating tasks
Highly experienced in developing and sustaining effective relationships with customers for increased business opportunities.
* Proficient in providing administrative support to different departments aimed at coordinating sales efforts appropriately.
* Active learner and effective communicator – Practices good judgment and discretion while working closely with sales managers, firm’s internal departments and customers.
* Outstanding communication skills – Ability to convince while maintaining professionalism.
* Multi-task effectively – Prioritize independently and meet tight deadlines at all costs.

**WORK HISTORY**

**Sales Coordinator** | 3 years (26-Feb ‘12 to 5-March ‘15)
**Organization:**Dubai Furniture Manufacturing Co.LLC, Dubai, UAE.

* Assisting sales team by focusing on managing schedules and following up on sales quotations.
* Assisting in devising and implementing sales strategies.
* Following up on all inquiries and prepare sales proposals.
* Order Processing – Orders receiving from factory outlets, Dealers & Agents (UAE & Other GCC Countries).
* Liaising between departments to provide support to sales activities.
	+ Planning the shipment schedule with logistics and Dispatch Department & forwarding the same information to clients to clients (to keep them posted) and provide a level of service beyond their expectation.
	+ Coordination with Finance Department before processing the order about the payment terms of the clients.
	+ Complete coordination with factory outlets, outdoor sales team & deal with agents and dealers on regular basis.
	+ Overall coordination with production/ Purchase/Store/Accounts & Administration department for the smooth functioning of the sales team.
* Attending to customer queries & complaints to provide guidance and resolve their problems in the utmost professional manner.
* Coordination with showrooms on daily basis.
* Providing support to the sales team with full information on client’s enquiry.
* Preparation of reports for the weekly & monthly management meetings.

**ACCOMPLISHMENTS**

* Contributed valuable insight to the marketing department, which engendered organized marketing activities and outreach programs.
* Optimized sales by collecting and submitting valuable market trend information to the sales department.
* Performed product performance assessments, which provided the company with valuable feedback on the company’s product.
* Introduced a public-facing online calendar of upcoming sales events, which made sales events easier to manage.

**ACHIEVEMENTS**

* Awarded best support staff for the year 2013.

**Education**

* SZABIST – Dubai, UAE | 2016 Expected (Weekend Program)

Masters in Project Management

* Air University – Islamabad, Pakistan | 2011
Bachelors in Business Administration

**Computer Skills**

# MS Office (Outlook, Word & Excel)

# JD Professional (ERP Software)

# Microsoft Project Professional

# Primavera V6.0

**Languages**

* English
* Urdu/Hindi
* Pashto

**Personal Information**

Nationality Pakistani

 Name of father Ahsan Mohammed

 Date of Birth 04 / 04/1989

 Sex Male

 Religion Islam

 Marital Status Single

 Pass Port No (Valid till 21/06/2016)

Visa Status Student Visa

 Driving License UAE Drivers License

**References**

- To be furnished upon Request.