

SALINI

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|  | PROJECT / SALES COORDINATOR |  |
|  | **Personal** |  |  |  |  |  |  |  |  |
|  | Name: |  |  | Salini  |  |
|  | Date of Birth: | 16/07/1993 |  |  |  |  |
|  | Nationality: |  |  | Indian |  |
|  | Language: |  |  | English, |  |
|  |  |  |  | Malayalam, |  |
|  |  |  |  | Hindi, Tamil |  |
|  | Sex: |  |  | Female |  |
|  | Relationship: |  |  |  | Married |  |
|  | Visa Status: |  |  |  | On Husband Visa |  |
|  | **Contact** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | E- Mail: | Salini.380330@2freemail.com  |  |  |
|  | **Personal Skill** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Team-player |  |  |  | Multi-Tasking |  |
|  | Self-motivating |  |  | Detail –Oriented |  |
|  | Highly Organized | Flexible& Intuitive |  |

* **Personal Skill**

Proficiency with MS Office Packages Able to prepare communications from Draft.

* About Me

Highly motivated marketing/admin expert with one year of proven track record. Proactive and resourceful project / sales coordinator with background in an industrial sector. Organized professional who works well with staffs, clients, and management to meet the goals and service needs. Detail-Oriented and multi-tasking one who works well in the challenging environments.

* Education



**MBA** Marketing & HRM



**University** Calicut University, Kerala, India

**Passing Year** 2016

**BA** English Literature

**University** Calicut University, Kerala, India

**Passing Year** 2014

* Working Experience

**Project / Sales Coordinator**

Gecko Middle East Services LLC

P.O.Box 91812, DIP 2, UAE

11/2016 – 12/2017

* In –house Sales
* Follow up on enquiries
* Preparing quotations and proposals
* Job filing,followup on payments& collecting job feedback
* Supervising site employees, ensuring employee attendance & calculation of monthly salary.
* Organize meetings
* Update project schedules.
* Inform necessary parties of deadlines
* Maintain website and prepare marketing material.