

 **Steffi**

Email: - [steffi.382234@2freemail.com](mailto:steffi.382234@2freemail.com)

**Profile Summary:**

**Personal Info:**

**Date of Birth:** 15th April 1989

**Marital Status:** Married

**Nationality:** Indian

**Skills:**

* Communication
* Team Building
* Motivation
* Positivity
* Trustworthy
* Commitment
* Responsibility
* Process improvements
* Coordination
* Administration

**Languages Known**:

* English
* Hindi
* Malayalam
* Kannada

**Valid UAE Driving License**

**Currently on Visit Visa**

A competent professional with 3 years and 4 months experience as

Coordinator/operations. Excellent interpersonal skills with problem solving,

logical thinking and analytical abilities. Committed to innovation in the field

of business operations and endlessly curious to find new and better ways

to improve a business’s day to day functions.

**Career Objective:**

To join a company that offers me a stable and positive atmosphere

and inspires me to enhance and therefore innovate the work culture

for the betterment of both the parties concerned.

**Experience:**

1. **Sales Coordinator/Operations - May 2014 - Sep 2017**

**Company Name**: ***New Smart Office Automation LLC – Al Ahlia Group***

* Generating Sales Reports on weekly and monthly basis to the Managers

and General Managers

* Identified inefficiencies and made recommendations for process

Improvements

* Systematic, People oriented, flexible and a Quick learner and diligence

in doing work.

* Effectively communicating with customers in a professional and friendly

manner.

* Coordinating with the sales team and the logistics team to deliver the

goods to the end user.

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

on time.

* Checking on the inventory status.
* Implemented new outreach program and aimed at post-delivery

follow-ups and new business development.

* Held sales meetings and provided updated training for the process to

follow.

* Resolving any sales related issues with customers.

1. **Social and Media Advisor –** May 2012 – Oct 2013

**Company Name**: ***24x7 Customers - Adobe Systems Incorporated***

* Online Customer sales Support to customers for all Adobe Products across the Globe.
* Generating sales report and achieving the sales targets to the respective Team Leaders.
* Providing Floor Support to the team members.
* Focusing of generating new leads.

**Education:**

**The Oxford College of Science, Bengaluru - 2008 - 2011**

Bachelor of Computer Applications – BCA

I hereby certify that the above information is true and correct to the best of my knowledge and belief.