****

**Nitin**

**Email:** [**nithin.390332@2freemail.com**](mailto:nithin.390332@2freemail.com)

|  |  |
| --- | --- |
| **Professional**  **Profile** | * Sales Coordinator with over 8 years of experience flawless preparation of presentation, preparing facility reports and maintaining the utmost confidentiality * Adept at interdepartmental coordination and communication * Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook * Helped with establishing new branches and up keeping of display * Have Sales experience of 10 + year in Retail, Real Estate and Merchandising in total |
| **Professional Experience** | *Showroom Coordinator,*  Stock controller   * SAP system Automotive * Customer Service Support * Managing Invoicing, Sales Return Monitoring key activities and issuing LPO to vendors * Pre delivery inspection of cars * Generate business analysis report  1. Spearheading SAP related activities like compiling & capturing all transactions pertaining to control of documents required by business. Eg Invoicing, Sales return, Stock Transfer, Monitoring key activities and issuing LPO to the vendors. 2. Acting as a link between various users in branch and external service providers such as workshop, drivers, external regulatory agencies to ensure seamless delivery to customer. 3. Monitoring the stock units required for the showroom and ensuring all display units are as per required standard. 4. Performed analysis using financial & inventory data on Microsoft Excel that is used to assist in making business decisions or advising the director where the firm is heading. 5. Foster customer service/Sales for Business requirement |
|  |  |
|  | **SANTHIMADOM BUILDERS AND DEVELOPERS, Guruvayoor, India**  *Senior Sales Executives, February 2009 - June 2010*   * Setting up of Promotional campaign in different cities. * Prepare and maintain records and case files, including documentation such as clients' personal * Conducting and taking active participation in Exhibition and Promotions of our Product. * Manage and meet marketing expense budgets |
|  | **TRAVEL VALUE SHOP, DAA, IRELAND**  *Sales Executive, May 2008 - October 2008*   * Ensuring attractive merchandise display & overall store layout. Ensuring interior and exterior of store is maintained as per company standard. * Help in organizing and implementing sales promotional and any marketing activities in conjunction with the Operations and ensuring that the setup is in line with operational policies and successful. * Maintain relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales. * Advising on forthcoming products developments and discussing special promotions with management   **MARK AND SPENCERS, DUBLIN, IRELAND**  *Sales Executive, May 2007 - May 2008*   * Advising on forthcoming products developments and discussing special promotions with management * Help in organizing and implementing sales promotional and any marketing activities in conjunction with the Operations and ensuring that the setup is in line with operational policies and successful. * Maintain relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales. * Ensuring attractive merchandise display & overall store layout. Ensuring interior and exterior of store is maintained as per company standard. * Help in organizing and implementing sales promotional and any marketing activities in conjunction with the Operations and ensuring that the setup is in line with operational policies and successful. |
| **Education** | **DUBLIN BUSINESS SCHOOL, DUBLIN, IRELAND**  *International MBA(Services Marketing) February 2006 – June 2008*   * Did a project for M&S, Dundrum, Employee perception of Quality of work life in Retail Sector(2008) |
|  | **S.S.M COLLEGE OF ENGINEERING, NAMAKKAL, INDIA**  *B.Sc.(Information Technology) May 2002 – June 2005*   * Created Messenger Service between Customer and Bajaj Auto for my project in 2005 using VB.net and C++. * Went to Indian Institute of Science, Bangalore for Campus Tour |
| **Additional Skills** | * Have working knowledge of Java, Sap, Android, Microsoft Office , Windows and Apple Macintosh * Have certification in Computer Science Engineering from KHDA Dubai |
|  |  |
| **Awards and Honors** | * Won 1st place Community Reporter for Gulf News for the month of April 2014. * Won 2nd place Community Reporter for Gulf News for the month of October 2014. * Got featured every month in Community Reporter for Gulf News from the month of January to June 2015. * My tour photo for Salalah, Kasab, Turkey and Muscut was published in Gulf News. * Got interviewed on Mango FM, India for giving my Inputs for Santhimadom Builders and developers. * Represented www.indianautosblog.com website for the Dubai Motor Show 2013. * Numerous photos of vehicles got published in www.indianautosblog.com. * Won letter of the week for Wheels Magazine December 2013. * Won 2nd place Community Reporter for Gulf News for the month of May 2016. * Won 3nd place Community Reporter for Gulf News for the month of June 2016 |