NISHA

Dubai, UAE – Employment Visa (Transferable)

Nisha-396534@2freemail.com

**CAREER OBJECTIVE**

To be part of a stable company and join the path of the people behind productivity and excellence. Scaling new heights of success with hard work & dedication and leaving a mark of excellence on every step; aiming for middle level assignments in **Admin/ Procurement/ Secretarial/Sales Coordination** with an organization of high repute

**PROFILE SNAPSHOPT**

* Extensive knowledge of coordinating all of the entities involved in a supply chain.
* Expertise in ensuring the availability & delivery of right quality materials at the right time, price & terms and ensuring delivery of the goods / shipments as per committed timelines
* An effective communicator with strong interpersonal, team building, negotiation, presentation, convincing & analytical skills; ability to think out-of-the-box and contribute ideas towards achieving business excellence.
* Having a passion for delivering excellent customer service in a cost effective way.
* Able to work under pressure and ability to adopt in different environment.
* Extensive experience in the strategic planning and transportation of products.
* Able to negotiate rates with local contractors and also international companies.
* Planning of procurement, production, inventory control, logistics and distribution.
* Knowledge of managing returns and rejections professionally & promptly with suppliers.
* Excellent in decision making and having strong sense of responsibilities

**EMPLOYMENT EXPERIENCE**

**Medical Equipment supplier in UAE, (Authorized partners of *SIGMA-ALDRICH*-Germany) MAR 2012 – Present**

# Sr.CustomerServiceRepresentative: Bio-Chemical Firm

* **Duties:**

 Managing all the sales related activity of the company.

 Handling a high volume of customer enquiries mainly of Government Agency, University and leading Chemical Manufacturing Co. with a high quality of service to all their queries.

 Tracking sales orders to ensure that they are scheduled and sent out on time.

 Effectively communicating with customers in a professional and friendly manner.  Ordering and ensuring the delivery of goods to customers.

 Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.

 Contacting potential customers to arrange appointments.

 Speaking with customers using clear and professional language.  Completing the administrative needs of the Sales Department.  Making follow-up calls to confirm sakes orders or delivery dates.

 Analyzing markets to determine vendor’s sources and product availability.  Prepare comparison statement for received quotations.

 Follow up with supplier for Delivery status/ Rejection item/ Availability of item/Replacement item for the reported missing or damaged item from customers.

 Handling and working in Purchase Order Processing in Sage System including encoding, dispatching ,updating of supplier invoices & Inventory Control

 Preparing & monitoring the list for special prices for stock items.  Following up with vendor regarding delivery details.

 Comparison of prices of product with diverse vendors.

**CRYSTAL CITY BLDG MATERIALS TR CO (DIV OF ARG GROUP). SEP 2009- FEB 2012**

# Sales coordinator cum Purchase controller:

* **Duties:**

 Making quotations, requisitions, submittals, proforma invoice, distributor’s cost price comparison, data profile of customers & suppliers, making summary report of creditors & debtors, compliance statements and making purchase order.

 Making LPO’s using GP (Great Plain).

 Making inquiries through fax, calls & mails as a front liner for the follow-ups.

 Monitors the log of staff members and maintain effective record of the management.

 Formulating letters such as business correspondence, inquiries, sorting internal and external communications.

 Responsible for fixing and confirming daily appointments of General Manager and all Sales Persons as jotting down in-detailed the minutes of the meeting.

 Proper coordination with the sales persons when doing business as referring / reoccurring problems with the customers and suppliers and maintaining good relationship with them.

 Establish and maintain Human Resource-related employee files reflecting salary increase, deductions, garnishments, annual leave & reinstatements, benefits & others as exercising a high level of confidentiality.

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**EDUCATION AND CREDENTIAL**

* + ***Bachelor of Science in Chemistry***

## Kerala University, India in 2007

* + ***AISSC Examination* - (**Science**)**

## CBSE Board, India in 2004

**PERSONAL VITAE**

Date of Birth: 06th Mar, 1986

Languages Known: English, Hindi, Tamil and Malayalam Nationality: Indian

Marital Status: Married

Passport Details: valid 25/07/2017

Visa Status: Employment Visa -Transferable

**SPECIAL SKILLS**

# Computer & IT:

* + Expert in Microsoft Office™ (Word™, Excel™ PowerPoint™ Outlook™), Internet & Research.
	+ Expert in Sage Accpac (ERP), GP (Great Plain)

**PROFESSIONAL REFERENCES**

o **Available upon request.**