



SHARATH KUMAR

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PROFESSIONAL SUMMARY

I'm a Sales Coordinator with 3 years of experience in Sales field. I have expertise in planning sales goals, conducting market research and developing sales strategies to ensure customer satisfaction. My greatest strengths are my excellent communication skills, analytical thinking, and ability to multitask.

STRENGTHS:

- Six years of working Experience (Four years of GCC & Two years of Indian experience.)
- Good communication, presentation, interpersonal, technical & team skills.
- Hard working, diligence and honesty. Team Building & Management skills.
- Willingness to take responsibilities to achieve the target within the given scheduled time. Quick learner and eagerness to explore.
- Good analytical skills, willing to relocate & travel

PROFESSIONAL EXPERIENCE

AL SAHRAA TENTS & SHEDS IND LLC SHARJAH UAE

SALES COORDINATOR

- Responsible for Preparing Quotations, Technical Submittals and Compliance statement for new ongoing construction projects.
- Entering the LPO And Managing the Delivery Plans As per the client request
- Ordering and ensuring the delivery of goods to customers.
- Handling a high volume of customer enquiries while providing a high quality of service to each caller.
- Resolving any sales & technical related issues with customers.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Develop strong relationships with key technical and commercial personnel within the acquisition companies.
- Effectively communicating with customers in a professional and friendly manner.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Contacting potential customers to arrange appointments.
- Completing the administrative needs of the Sales Department.
- Monitored competitor activities
- Managing the site supervisor

BAHETI TEXTILES

E-COMMERCE MANAGER

- Developed and executed effective online marketing strategies to drive traffic and increase sales.
- Managed the overall performance of the e-commerce platform, including website optimization, product listings, pricing, promotional campaigns, and inventory management.
- Oversee customer service operations, ensuring prompt and satisfactory resolution of customer queries or complaints.
- Experienced about relevant e-commerce laws and regulations, and ensure compliance with all applicable guidelines.

RAHAL TENT GROUP W.L.L BAHRAIN

SALES COORDINATOR

- Responsible for Preparing Quotations, for new ongoing construction projects.
- Ordering and ensuring the delivery of goods to customers.
- Entering the LPO And Managing the Delivery Plans As per the client's request
- Handling a high volume of customer inquiries while providing a high-quality service to each caller.
- Resolving any sales & technical-related issues with customers.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Develop strong relationships with key technical and commercial personnel within the acquisition companies.
- Effectively communicating with customers in a professional and friendly manner.
- Carrying out administrative tasks such as data input, processing information, completing paperwork, and filing documents.
- Contacting potential customers to arrange appointments.
- Completing the administrative needs of the Sales Department.
- Monitored competitor activities

RAHAL TENT GROUP W.L.L BAHRAIN

OFFICE ASSISTANT

- Performed administrative tasks such as answering phone calls, responding to emails, and managing correspondence to support the sales team's daily operation.
- Supported the sales team in preparing sales presentations, proposals, and contracts by gathering necessary information, formatting documents, and proofreading for accuracy..
- Stayed updated on product knowledge, industry trends, and competitors' activities to effectively assist the sales team in promoting products and services.
- Tracking sales orders to ensure that they are scheduled and sent out on time.

EDUCATION

SRI DHARMASTALAMANJUNATHESHWARA POLYTECHNIC, UJIRE.

DIPLOMA IN COMPUTER SCIENCE

MATHA EDUCATION CENTAR MANGALORE

COMPUTER APPLICATION COURSE

QUALIFICATIONS

- Operating System : Windows, Unix,IOS
- Language : C, PHP, Core Java, Basic Python. Web Tools : HTML, CSS, Word press
- Database : MySql
- Packages : MS-365, Libra Office Tally.ERP9

LANGUAGES

- English
 - Arabic(Basic Only)
 - Hindi
 - Malayalam
 - Kannada
 - Tamil & Telugu(Basic Only)
 - Tulu
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SKILLS

- Analytical and critical-thinking
- Delegation Skills
- Strategic Planning Ability
- Collaboration Skill
- Strong Communication

EXTRA-CURRICULAR

- Social media management
- Content creation
- Seo & analytics
- Cooking
- Traveling
- Videography/editing

PERSONAL DETAILS

- Passport number:17718228
 - Date of birth: 11 MAY 1999
 - Place of birth: Mangalore, Karnataka, India
 - Nationality: Indian
 - Driving License: Valid Bahrain (License Issue Date : 27/08/2020 Expiry Date : 26/08/2025)
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