



CONTACT ME AT

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SKILLS SUMMARY

- Indoor Technical Sales
- Technical and Commercial Documentation
- Advanced Customer Relationship
- Oil and Gas Technical Knowledge
- Computer Skills
- Cost-Cutting Skills
- Planning

REFERENCES

SARA GIRI

SALES & EXPORT PROJECT EXECUTIVE PERSONAL PROFILE

A dedicated Sales Executive with 8 years experience managing large capital or operations & EPC projects in the Oil & Gas. Business process knowledge in Oil & Gas, Utilities or Process industries. Multi-skilled professional with excellent communication, organization, and co-ordination skill, especially skilled at tender bid, export and business development. Seeking a position where I will use my abilities, experience, skills and knowledge to the maximum for the profitability and growth of your organization.

WORK EXPERIENCE

SALES & EXPORT PROJECT EXECUTIVE

Hitech Gen. Trading LLC / Unipro Oilfield- (Oil & Gas) -
Metropolis Tower, Business Bay Dubai UAE.

| **Nov. 2019 - Present**

- Point of contact for export project (Tender & JOH)
- Handling ONGOING PROJECT in Houston Texas USA, (Twin Trailer – 3 Phase Separator).
- Managing operations, Materials & Equipment Purchase with required technical approval
- Generating the PO based on the standards requirement and approved specification.
- Processing the payment / PI invoices until the materials deliver to the designated Location plus assuring the materials received matching the BOL and approved PO.
- Managing all IRAQ TENDER's by pitching the right vendor/ suppliers' competitive offers globally in order to submit the BID Proposal based on the standard requirement/ country of Origin / meeting the deadline of submission date required.
- Attending the meeting with the manager for local business (Building Materials)
- Interfacing between the Managing Director in UAE /IRAQ and USA Head of Technical.

ADMIN. ASSISTANT & SALES COORDINATOR

Tajvand Group / AUG. 2013 - SEPT. 2019

- Directly coordinate with Customers & Supplier.
- Driving and Meeting sales performance goals and targets.
- Checking daily Market Price with Suppliers & Placing the Orders. -Between client / subcontractor / suppliers.
- Placing the orders & manage vehicles & drivers from loading from the terminal to delivery.
- Preparing Daily/ Monthly sales report.
- Dealing with correspondence and phone calls, screening them, handling enquiries / quotation, and comply appropriately.
- Monitoring all project status / snags / variation in order to get the payment accordingly.

AVAILABLE UPON REQUEST

EDUCATIONAL HISTORY

- Bachelor Degree in Humanities with Economics. Tribhuvan University, Nepal 2010
- UAE DRIVER LICENSE: Light Motor Vehicle Galadari Driving School 2018

SUMMARY OF QUALIFICATION

- More than Eleven (8yrs) UAE experience
- Proven Experience As A Sales & Marketing Operation Support And Coordination / Project Coordinator /Admin & Secretarial
- I'm target oriented person, can communicate with different types of people.
- Fast learner, committed and to work under pressure.
- Excellent communication skills, both verbal and written.
- Career-minded attitude and desire to grow with the company.
- A TEAM PLAYER with high level of dedication.
- Possess Knowledge in Microsoft application: Excel, word, power Point, Outlook.

- Preparing, entry of all invoices in Meezan and follow up the payment based on the contract.
- Administrative function – task assign by the GM and CEO
- Coordinate with all sites officers & drivers for the delivery & daily details
- Preparing the Gate Passes for the drivers & Vehicles. (JAFZA & ADPC)
- Preparing the Doc. for EHS & Civil Défense Cards. (Drivers & vehicle)
- Preparing Quotation & Invoices as per the management.
- Maintain files for all official documents.
- Monitoring and updating vehicle registration expiries and renewals & Keeping vehicle hard copy and soft copy files
- Generating invoices, account statement and sending to clients on regular basis.
- Credit chase and sending emails to follow up on pending payments.
- Monitor credit limits.
- Preform account receivables collections (call past due customers for payment resolve customer problems with sales department and keep management informed of collection problems.)
- Investing and resolve customer queries relating to non-payment of Invoices. And Interact with customer to resolve outstanding issues.
- Perform accounts receivable and new customer account set-up.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Facilitating incoming and outgoing calls & Provides information by answering questions and requests
- Maintain electronic and hard copy filing system
- Organize a filing system for important and confidential company documents

PERSONAL DATA

Nationality : Nepalese
Civil status: Married
Religion: Hindu
Visa Status : Employment Visa
(Own Visa)
Language: English, Hindi,
Nepali

- Posting job ads to various job sites
- Screening resumes/CVs and arranging interview schedules.
- Welcomes new employees to the organization by conducting orientation.
- Preparing the Offers letters as per the Office Rules.
- Provides payroll information by collecting time and attendance records
- Maintains employee information by entering and updating employment and status-change data.
- Keeping and updating HR hard copy files and database.
- Assisting on PRO's requests for passport/ID/visa copies and other relevant doc.
- Maintaining highest level of confidentiality
- Performing other HR related tasks that may be assigned.