

# SAHADH SALAM

## SALES COORDINATOR



### Contact Information

SHARJAH, UAE

050 - 3846489

### Objective

Seeking for a better position in a reputed organization to give positive contributions to promote the firm with my knowledge, dedication and team effort and also use the experience to enhance my professionalism.

### Certificates

DIPLOMA M E

### Languages known

English, Hindi, Tamil and Malayalam

### Computer Proficiencies

Word	*****
PowerPoint	*****
Excel	*****

### PROFILE SUMMARY

- A result oriented professional with **4 years of experience** in Reporting & Documentation, Project Coordination, Inventory Management and Secretarial Operations.
- Skilled in providing sales support to the sales team by preparing proposals on sales and inventory and networking with sales coordination team to collate data about market movement
- Deft in interpreting and communicating market information to facilitate the decision-making process by the top management
- Comprehensive understanding & experience of purchasing strategies, inventory management and vendor management
- Experienced in evaluating, establishing & maintaining development policies and procedures
- A keen communicator with excellent relationship management skills

### Procurement/ Vendor Management

- Efficiently identifying and developing potential vendors locally for the right sourcing, achieving cost effective purchases of raw materials; implementing systems for enhancing operational efficiency
- Developing and implementing key procurement strategies and purchase schedules and ensuring that these strategies and schedules are aligned with organizational objectives.

### Reporting & Documentation

- Managing the monthly, weekly & daily report creation through in-depth analysis and producing the actionable information
- Submitting financial reports to the finance manager about the quarterly revenue report generated by the department to facilitate decision making by the senior management

### Client Relationship Management

- Developing strong relations, as well as maintaining constant business communication with key opinion leaders
- Addressing all queries put forth by customers in a satisfactory and timely manner.

### General Administration

- Scheduling and coordinating meetings, interviews, appointments, events and other similar activities for supervisors; managing travel facilities as well as lodging arrangements for the company personnel
- Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipment; ensuring smooth execution of operations by sorting, reviewing, screening and distributing incoming & outgoing mail.

## PERSONAL DETAILS

**Date of Birth : 25<sup>th</sup> November 1992**

**Marital Status : Married**

## Holding Valid UAE Driving License

**Permanent Address: Sharjah, UAE**

**Mobile No.: 050-3846489**

**Email ID: [sahadhsalam@gmail.com](mailto:sahadhsalam@gmail.com)**

**Passport No: K0053657**

## WORK EXPERIENCE

**Since Jun' 2016- To date      Comexter Co.Ltd, Sharjah,UAE  
as Sales and Procurement Coordinator.**

- Managed capital purchases, handled direct vendor relations and maintained equipment tracking records.
- Maintaining all types of financial statements, reports & invoices
- Providing complete administrative support to Business head
- Negotiating with suppliers regarding prices and thus minimizing the costs
- Preparing bids and proposals, making recommendations for award and creating purchase orders for local suppliers as well as International suppliers
- Planning and conduct competitive negotiations, maintaining records on purchase price information on both open market and contract purchases
- Managing the Business and services issue
- Maintaining supplier data base and administering vendor performance to evaluate the best suppliers with respect to delivery performance, pricing and quality of materials supplied etc.
- Providing status reports to management on overall purchase of material

- **Sales and Service Administrative at HYSON Fiat motor, Kochi, India (Duration: August 2014 – April 2016)**

## Highlights:

- Received the 'Best Staff' Award in handling outstanding accounts of the client, accurately payment follow-ups & reporting the same to the senior management
- Handled the administrative functions such as providing all support functions to the supervisors, but not limited to strong written and communication skills on all correspondence (proposals, contracts, form letters, emails, internal forms etc.) for sales manager and the sales team

## EDUCATION

**Diploma In Mechanical Engineering From Matha Collage OF Technology,  
Paravoor, Kerala India**

## DECLARATION

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

Date : Yours Faithfully,

Place : SAHADH SALAM