

REMYA SREENATH



Flat 201, Al Barka
Al Nabba
Sharjah, Uae.

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CAREER OBJECTIVE

To pursue a demanding professional role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

PROFESSIONAL EXPERIENCE

Sales Coordinator/Hr. Admin

At Paramount Timber Industries Ajman, Uae.
From January 2018 to present

Handling Responsibilities:

- Managing all sales related activities
- Ordering and ensuring the delivery orders on time
- Logistical and payment follow ups
- Compile statistical report on payment orders and outstanding invoices
- Contacting potential customer leads to arrange appointment
- Arranging and coordination of clients factory visits
- Ensures and assist by focusing on managing schedules
- Liaise between departments to provide support to sales activities
- Assess the progress of sales activities
- Assist in devising and implementing sales strategies
- Follow up on all inquiries and prepare sales proposals
- Perform sales reporting and analysis
- Handle contract management and digital activities
- Implement effective design and development of assigned hr. functional areas
- Prepare job descriptions and conduct job analysis
- Evaluation to develop pay structures & compensation models
- Provide administrative support to admin department and sales team

Sales Coordinator at American chemical industry, Ajman, Uae from January 2016 to November 2017.

Admin Assistant at Middle East Metal Can LLC, Ajman, Uae from January 2013 to February 2014.

Sales Intern at Anand Business Support Services, Ahmedabad, India from April 2011 to November 2012.

EDUCATION

Bachelor of Business Management with Computer

2008 — 2011

Bharathiar University
Karpagam Arts and Science College
Coimbatore, India.

ACADEMIC PROJECT

BBM Project Title
Organisational climate
Completed the project in STEEL MAX at Kanjikode, Kerala in 6
Months as trainee During the year 2010.

KEY COMPETENCIES

Leadership Skills, Can handle the clients independently in achieving the
desired results.

Logical blend of mind and strong reasoning capabilities.

Effective communication skills.

PERSONAL PROFILE

Date of birth : 10-11-1989

Marital status : Married

Languages known : English, Malayalam, Tamil and Hindi

Passport No : K6446874

Visa Status : Residence

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge
And belief.

Place: Sharjah

Remya Sreenath