+971 528196935   ganeshjathan0306@gmail.com   in

GANESH JATHAN
Sales Assistant and Maintenance

WORK EXPERIENCE

Feb'18 – 'Till date	**PRESTIGE MOTORCYCLES AND RENTALS (TOURING INDUSTRY) DUBAI**

Sales and Maintenance

- Devises methods of **attracting & retaining** clients using self-produced advertising & marketing techniques
- **Negotiating** rentals rates.
- **Demonstrating** and presenting the motorcycle
- Manages **inventories and stock** and advising on ordering when necessary
- Provides **encouragement** to team members
- Communicates **with clients and** suggesting them the best and comfortable motorcycle for them
- Interacts with **client answering enquiries** and effectively handling client's ad-hoc tasks.
- **Follow up** on potential clients via emails about promotions.

Dec '15 – Apr '17	**AGILE SECURITY & SYSTEMS MUMBAI (INDIA)**

CMS OPERATOR

- Responsible to maintain a **safe and secure environment** for customer, and VIP clients by monitoring premises and personnel
- Respond to **emergency situations** by calling the appropriate emergency service.
- Provide **excellent customer services**
- Maintain and monitor **CCTV** systems
- Respond to **alarms, dispatch calls, and documents** accordingly

EDUCATION

2014	**Bachelors of Commerce** Mumbai University| Mumbai |India
2008	**Diploma in Designing (3D, Graphics)** 	Mumbai |India

PROFILE SUMMARY

With over 4 years of experience in the field of Sales/Facility Management looking for position as **Sales Coordinator** preferably in Hospitality/Trading/Real Estate industry

PERSONAL INFO

- ❖ Nationality   : Indian
- ❖ Gender   : Male
- ❖ Languages   : English| Hindi
- ❖ DOB   :03rd-Jun-1988
- ❖ Driving License : Motorcycle License (UAE)
- ❖ Visa Status   : Employed (Expires on 1st May 2020)

KEY AREAS/SKILLS

- Client Relations
- Management Skills
- Administration
- Leadership
- Team player
- Inventory Management
- Surveillance Skills
- Ability to prioritize work
- Customer Retention
- Documentation

TECHNICAL SKILLS

- MS Office
- Corel Draw X3
- Photoshop