

MAREENA CHACKO



Sales Coordinator

Abu Dhabi, UAE

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SUMMARY


Electronics and Communication Engineer with overall 4 years' experience span across **Sales, Marketing and Production supervision**. Currently working as *Sales Coordinator* at *Thrifty Car Rental* (Abu Dhabi, UAE). Looking for opportunities in Organizations for role upgradation and career advancement.

CAREER HISTORY

Company	Location	Designation and Role	Duration
	Abu Dhabi, UAE	Sales Coordinator	April 2018 – Present

Description of role:

- Preparing Quotations, Handling LPO and invoice.
- Marketing and Selling of products.
- Document collection and Management.
- Handling customer's queries and complaints.
- Creating frequent reviews and reports with sales and financial data.
- Respond to telephone inquiries, providing quality service to customer and associates inquiring about the availability of products or status of orders.
- Preparing and presenting weekly & monthly progress reports.

Company	Location	Designation and Role	Duration
	Cochin, India	Production Supervisor & Marketing Executive	July 2016 – October 2017

Description of role:

- Creating purchase requisitions, evaluating quotations, issuing WO to the suppliers, receiving and processing invoices.
- Supervising, inspecting and upgrading the assembled Network equipment's.
- Setup meeting with potential clients and marketing the products.
- Negotiating the deals and handle complaints of customers.

- Sending the quotations and invoices to customer.
- Analyzing the stock and the sending the reports.
- Preparing and presenting weekly & monthly progress reports.
- Creating purchase requisitions, evaluating quotations, issuing WO to the suppliers, receiving and processing invoices.

LATEST QUALIFICATION

Course	College/School	University	Year of Passing	Marks
B.E. Electronics and Communication Engineering	Maria College of Engineering and Technology, Tamil Nadu, India	Anna University	2016	7.2 C.G.P.A

SOFTWARES PRACTICED

- AutoCAD
- MS Office

OTHER CERTIFICATION COURSES

- PG Diploma in Industrial Automation and certification in DCS

STRENGTHS AND QUALITIES

- Good and quick in document and data management.
- Experience in Preparing Quotations and invoices.
- Good in coordination with Clients and Contractors.
- Capable to selling service using solid argument perspective customer.
- Performing cost benefit analysis of existing and potential customer.

PERSONAL PROFILE

Full Name : Mareena Chacko
 Gender : Female
 Age & DOB : 25 / 01-June-1995
 Languages Known : English, Hindi, Malayalam and Tamil
 Nationality : Indian

DECLARATION

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

Place: Abu Dhabi
 Date: 04-08-2020

Mareena Chacko