

## ALEESA RAHMAN -SALES CORDINATOR

Bur Dubai, UAE

0528152156 | aleesarahman13@gmail.com



### PERSONAL DETAILS

Date of Birth : 13/08/1992  
Marital Status : Married  
Nationality : Indian  
Place : Kerala, Ernakulam

### LANGUAGE

English  
Malayalam  
Hindi

### IT SKILLS

Microsoft Word  
Microsoft Excel  
Microsoft Powerpoint  
Microsoft Outlook  
Tally ERP  
Zoho

### SKILL SET

Good communication skills  
Proficient in data entry and management  
Adaptability to new technology  
Good listening and observing skills  
Team working skill and ability to motivate others  
Easily deal with customers

### OBJECTIVE

Dedicated sales coordinator with good experience in shipping, glass and metal industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick learning team player with effective communication and organizational skills.

### EXPERIENCE

#### Sales Coordinator at Metaglass Technical Services Contracting LLC, Dubai

MARCH 2022 - Present

- Maximized sales opportunities establishing regular updates, quality customer relationship and generate repeated sales.
- Coordinated with sales team for various villa projects and Etihad Rail Projects.
- Effectively handle the enquires through and Emails and phone calls and inform to the concerned departments.
- Prepare quotaions, purchase orders and proper follow up with the clients and suppliers.
- Prepare and maintain the documents required for the jobs like Technical Data Sheet, Material Approval Request, Sample Approval Report, Warranty Certificates and Work Completion Certificates.
- Arrange third party testing, if required.
- Arrange undertaking letter and other documents required for work permit pass from respective project sites.
- Arrange the materials required for supply and production.
- Arrange delivery of materials and maintain proper follow up with the clients untill the material reached the destination.
- Maintain and filed the documents and photographs of each projects.
- Prepare weekly or monthly sales report.
- Perform all administrative and clerical works.

## **Sales Executive cum Admin at Seaborne International, Dubai Maritime City.**

September 2019 - February 2020

- Collecting the client contact data from operations team and making the calls to clients for fresh requirement.
- Understand the client requirement from concerned department and assisting for estimation team.
- Sending quotations and enquires.
- Follow up with clients and suppliers after sending and receiving quotations and enquiries.
- Passing clients feedback and instructions to estimation team.
- Arrange meetings and Prepare meeting minutes.
- Sending mails correspondence to production department after job awarded.

### **EDUCATION**

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#### **MBA(Marketing and Finance) 2015**

Holy Grace Academy of Management Studies, University of Calicut

#### **BCOM(computer applications) 2013**

IHRD College of Applied Science, MG university

#### **Higher secondary (CBSE) 2010**

Vidhyadhiraja Vidhyabhavan Central School, Angamaly, Kerala

#### **High school (CBSE) 2008**

Vidhyadhiraja Vidhyabhavan Central School, Angamaly, Kerala

### **PROJECTS**

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#### **A study on risk return analysis on stocks in healthcare industry**

Organization: Hedge equities ltd. Ernakulam, Kerala

Duration :45 days

#### **A study on the effectiveness of sales promotion activities**

Organization: Reliance Fresh, Paravoor, Kerala

Duration: 21days

#### **A study on training and development of employees**

Organization: Kandamkulathy Vaidhyasala, Trissur, Kerala

Duration: 1 month

### **ACHIEVEMENTS & AWARDS**

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Attended 2 weeks internship programme at Big Bazaar, Gold Souke, Ernakulam.

Participated in the International conference on Innovative practices in management at Holy Grace

Member of Manaejo Gala management fest conducted by Holy Grace Academy of Management Studies

#### REFERENCE

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Snehanshu mahapatra - "Seaborne international dubai"

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#### DECLARATION

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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

ALEESA RAHMAN