



SPARJAN MARSHAL M

Sales & Purchase Coordinator

OBJECTIVE

Seeking a career opportunity to utilize my knowledge and experience in a progressive organization wherein I can put my skills and endowment for mutual growth and enhancement.

CONTACT

PHONE:

+971 508045467

EMAIL:

sparjan02@gmail.com

TECHNICAL SKILLS

- ❖ Tally, Oracle, ZOHO books
- ❖ Certified in advanced Excel
- ❖ Typing speed 40 wpm
- ❖ Good computer skill

PERSONAL SKILLS

- ❖ Well organizer in sales coordinator
- ❖ A pro-active thinker
- ❖ Comfortable to work in a challenging environment.

LANGUAGE

- ❖ English, Tamil, Malayalam and Hindi

PERSONAL DETAILS

EDUCATION

- ❖ MBA Finance & Marketing

Anna University (Chennai, Tamil Nadu India. 2011-2013)

- ❖ BSC Computer Science

Manonmaniom Sundaranar University (Tirunelveli, Tamil Nadu, India 2007-2010)

WORK EXPERIENCE

- **Al Noor Electrical Trading LLC**

Duration : 20th Apr 2021 to 30th May 2022

Designation : Sales Support Executive

Roles & Responsibilities:

- ❖ Basic Sales Coordinator, Accounting, and purchasing assistance.
- ❖ Generate Quotations, Invoices, Purchase orders and delivery notes
- ❖ Responsible to source, negotiating, and purchasing materials from local vendors.
- ❖ Distribute inquiries to eligible vendors and follow up till receiving the quotes.
- ❖ Evaluate vendor's quotation to ensure that they are in line with the technical and commercial requirements of the company
- ❖ Prepare price comparisons between several vendors and submit them to managers for advice and approval.
- ❖ Coordinating with suppliers and customers
- ❖ Ensure that any invoices are sent to accounts for payment.
- ❖ Produce and maintain all reports and keep and file the records and documents properly

FATHER NAME : MARSALIN S
GENDER : Male
DATE OF BIRTH : 17-12-1989
NATIONALITY : Indian
MARITAL STATUS : Married
VISA STATUS : visit visa

❖ **AI-Khamisan Hardware Trd. Co., Ltd (ASIA BOLTS INDUSTRIES L.L.C)**

Duration : 9th Oct 2016 23rd Jan 2021

Designation: Sales Coordinator

Roles & Responsibilities:

- ❖ Identifies new sales opportunities through new and existing clients
- ❖ Generate more sales inquiries and quote accordingly
- ❖ Cold calling (new and existing customers)
- ❖ Preparing and sending monthly mail-chimp content
- ❖ Prepare customer feedback report
- ❖ Prepare quotations and submit on time
- ❖ Quotations follow ups for getting order confirmations
- ❖ Weekly and monthly quotations follow up and report updating
- ❖ Negotiate the terms of an agreement and close the sales deal
- ❖ Payments receivable follow ups and clearance
- ❖ Establishes, develops and maintains business relations with customers
- ❖ Expedites the resolution of customer problems and complains
- ❖ Coordinate with store and factory for delivery arrangements
- ❖ Updating and maintaining the existing customer data base
- ❖ Gather market and customer information and provide feedback
- ❖ Aiming to achieve monthly and annual sales target.

WORK EXPERIENCE

❖ **ATOS INDIA PVT Ltd.**

Duration : Feb 2014 – Mar 2016.

Designation: Process Officer

Roles & Responsibilities:

- ❖ we are working under The National Savings & Investments (NS&I)
- ❖ National Savings & Investments NS&I have the lot of Bank customer.
- ❖ I'm working under NS&I Payment Department, Payment Department doing Only Money Transaction
- ❖ Customer request the form in the software Application
- ❖ Every form have one Account number, That is a customer Account Number.

- ❖ Given Account number not correct or not Match. That form we sent to the Query Team
- ❖ we put the Account no into Thalar Application, we Check the All details in Customer form to Thalar Application
- ❖ Some customer need full Amount or some customer need part amount. Full Amount Mean Close the Account.

PASSPORT DETAIL

Passport number : L 4139488
Date of issue : 03-09-2017
Date of expire : 02-09-2023
Place of issue : MADURAI

DECLARATION

I hereby declare that all particular given above are true and correct to the best of my beliefs and knowledge.

Place: Dubai, UAE
Date:

SPARJAN