



Abdul Sekeer

Sales Coordinator

Profile

I am a highly motivated and results-driven individual with a background in Commerce and experience as a Sales Coordinator. My skills include adaptability, attention to detail, effective communication, friendliness, and resilience. I am confident in my ability to effectively stall and market products, and I am eager to utilize my skills and experience to drive sales and achieve results for your organization.

Education

Secondary school leaving certificate India Kerala	Mar 2017
Commerce Bright Institution, Mangalore, Katanataka	Jun 2017
SSLC Ghss Bangara, Kerala, Katanataka	Jun 2015

Employment

Sales coordinator CHOCO FRESH CONFECTIONERY & CHOCOLATE TR CO LLC, Dubai	Mar 2023 - Jul 2024
Customer Engagement: <ul style="list-style-type: none">Greet and assist customers professionally.Provide product information and recommendations.Address inquiries and concerns.	
Sales Generation: <ul style="list-style-type: none">Promote and sell products to meet targets.Use upselling and cross-selling techniques.Create attractive product displays.	
Product Knowledge: <ul style="list-style-type: none">Know product features and benefits.Stay updated on promotions.Provide accurate product information.	
Cash Handling: <ul style="list-style-type: none">Process transactions accurately.Handle payments securely.	
Inventory Management: <ul style="list-style-type: none">Replenish stock on the sales floor.Conduct periodic inventory checks.	
Customer Service: <ul style="list-style-type: none">Deliver exceptional service.Resolve complaints promptly.	
Visual Merchandising: <ul style="list-style-type: none">Maintain an organized and appealing sales area.Arrange products to attract customers.	

Personal details

	Abdul Sekeer
	sekeerchekkbdp@gmail.com
	+971 50 691 1431 / 971543906425
	Dubai
	UAE Driving License (Manual) : License no :4206083
	Male
	Indian

Skills

Adaptability
Attention to detail
Communication
friendly
Resilience
Highly motivated
results-driven

Languages

Arabic	● ● ● ● ●
English	● ● ● ● ●
Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●

Personal Details:

■ Visa Status:Cancelled Visa

■ Passport No: N9747464

Reporting and Documentation:

- Record daily sales activities.
- Report feedback and trends to management.

Wholesale/Retail Distributor in Dry fruits

Feb 2021 - Mar 2023

Paradise Star General Trading LLC, Dubai

Responsibilities:

- Present the company's products and services to customers.
- Provide accurate and relevant information.
- Qualify leads, identify needs, and close sales.
- Offer services like training and other value-added activities.
- Support sales staff with orders and special projects.
- Generate and book sales leads.
- Prepare and follow through on sales presentations.
- Submit weekly sales reports.
- Develop and maintain customer relationships.
- Drive a van and sell products to customers.
- Deliver orders and inform customers of new products.
- Increase sales by promoting products and analyzing competitors.
- Sign sales contracts, take orders, and collect payments.
- Ensure safe and timely delivery of products.
- Maintain sales and delivery records, meeting sales targets.
- Coordinate with other departments for optimal customer service.
- Prevent damage to the delivery van and products.
- Keep the van clean inside and out.

DECLARATION

I do hereby declare the particular information and fact stated above are true, correct, and complete to the best of my knowledge .

Abdul Sekeer.