



LINCY SAJI

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About Me

A passionate sales professional with about 20 year's UAE experience Seeking an opportunity to work in a challenging environment, assume responsibilities and assist the management. Sales coordinator and business administrator with extensive experience in construction, machinery & equipment's, and beverage industries

SOFTWARES

- SAP ERP
- ERP First Bit
- Microsoft Office, Microsoft Word, Excel , Outlook
- Microsoft dynamic GP

SKILLS

- Business Correspondence
- Cost Control
- Administrative Support
- Customer Service
- Business Administration
- Warehouse management
- Import & Export & Local sales

EXPERIENCE

2020 – Till Present: Business Development and sales Co Ordinator (M2M International FZC)

Sales

- Coordinating the sales team by providing them support in creation of Performa invoices, sales documents and communicating information to sales team on items in stock etc.
- Handle the processing of all orders with accuracy and timeliness.
- Inform the sales manager or the clients of unforeseen delays or problems in their orders..
- Inputting orders, ensuring they are processed according to the customer requirements, and ensuring all orders are accurate and delivered on time.
- Handling orders by phone, email, or mail and checking the orders to have the correct prices, discounts, and product numbers.
- Developing and maintaining filing systems to maintain sales records, prepare reports, and provide information to the sales department.
- Attracting new clients by innovating and overseeing the sales process for the business.
- Working with senior team members to identify and manage company risks that might prevent growth.
- Combining efforts and fostering a collaborative environment within the business as a whole.
- Communicating with clients to understand their needs and offer solutions to their problems.
- Creating positive, long-lasting relationships with current and potential clients.
- Running outbound campaigns (Phone calls, emails) to create sales opportunities.
- Ensuring excellent customer services through regular client follow up.

Purchase

- Negotiating new contracts and renegotiating expiring ones with suppliers.
- Assessing the company's inventory and creating purchasing orders to replace specific products and supplies.
- Tracking and tracing freight through the delivery process.
- Ensuring all deliveries are accurate and on schedule.
- Collaborating with the shipping department to determine when deliveries are complete.
- Maintaining positive relationships with suppliers.
- Creating organized records of all purchasing orders.
- Resolving delivery or purchasing issues.

Logistics

- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Liaising and negotiating with suppliers and retailers.
- Answering customer queries.

2017 – 2020: sales Coordinator Local and duty Free (Bhatia Traders)

Local sales And Duty Free

- Assist sales department and sales team with all sales department needs, run reports for Management, participate and attend sales calls, and support sales department associates to ensure all sales files, and necessary documents are complete, compliant, and close successfully.
- Coordinate and track production activities of accounts and provide accurate completion reports upon installation.
- Identify and determine appropriate point of sale (POS) advertising to strengthen local marketing efforts and engage consumers.
- Maintains files systems and database of sales records.
- Contribute to overall customer satisfaction by promptly answering emails and handling orders by phone.
- Support senior management by completing orders and keeping customers informed of delays and delivery dates.
- Establish active communication and engagement with sales representatives to ensure that orders are processed promptly.

2003 – 2017 : Sales Coordinator cum Administration (Megatech Engineering and Construction Equipment's)

Imports

- Preparing & sending Import Purchase Orders as per requirement and follow-up with the suppliers for getting the order confirmation.
- Preparation of Import Purchase order and keep record of incoming vessel.
- Instructing the forwarding Agents/ Shipping lines for arranging shipment on Ex-works
- Shipment follow-up and its correspondence.
- Negotiating the Ocean Freight
- Coordinating with the Shipping Agents for the collection of Delivery Order.
- Coordinating with Jebel Ali port regarding arrival of the Vessel.
- Verification of Goods Receipt Note regarding shortages /damages if any.

Exports

- Sending quotations to customers under the guidance of senior sales staff.
- Follow-up with the Customer for Purchase order, Letter of Credit/Telegraphic Transfer.
- Sending Pro-forma Invoices to the customer
- Verification of Pro-forma invoice regarding Unit Price, Shipping terms etc
- After confirmation of Pro-forma Invoice & payment, arranging shipments to the required destinations.
- Checking the payment mode & providing necessary instructions for payment.
- Intimating the required forwarding Agents
- Checking the correctness of Bill of Lading
- Verification of Letter of Credit as per our requirement.
- Interaction with customer and send the necessary documents to them at the earliest to clear the material.
- Forwarding the export documents from our Bank to supplier's bank on collection basis and follow – up.
- Preparing Invoice & Do
- Handling Petty Cash
- Monitoring All Account Receivable & Payable
- Follow up with the customer for the payment
- Preparing Staff Payroll (WPS)
- Maintaining All Records of Company Expenses & Preparing Reports

Educational Qualification

Bachelors in Arts: MG University

Personal Details

Languages Known: English, Hindi and Malayalam

Marital Status: Married

Nationality: Indian

Holder of valid UAE License