



Sajad Puzhankarayillath Salim

Book Keeper|Sales coordinator

Solid experience in cash handling, bookkeeping and computations. Persuasive Inside Sales Coordinator with Focused and hardworking with good communication skills. Committed to resolving issues and promoting customer loyalty to drive business success.

✉ sajupswork@gmail.com
🏠 Muwailiah commercial, Sharjah
📅 Date of birth 09/03/1991
🇮🇳 Indian
☎ 0503301686
👤 Married

Work experience

Book Keeper | Sales Coordinator / **COOL TECH** Riyadh, Saudi Arabia

From December 2018 to August 2020

- Participated in team-building activities to enhance working relationships.
- Collaborated with Sales and Accounts Department to achieve Goals.
- Handled 50+ calls per day to address customer inquiries and concerns.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Maintained and processed invoices, deposits and money logs.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Assisted customers with setting appointments, special order requests, and arranging merchandise pick-up.
- Recommended products to customers, thoroughly explaining details.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Completed inventory counts and ordered merchandise.
- Collected and authorized payments of guests.
- Showcased product features to customers and discussed technical details to overcome objections and lock in sales.
- Followed up with customers by phone and email to resolve issues quickly and answer questions.
- Initiated sales calls to existing customers to replenish inventories.
- Used CRM software to maintain detailed contact logs and account records.
- Prioritized daily workflows, inbound calls, quotes and sales-related inquiries.
- Coordinated with warehouse department to pull products for customers.

Education

Bachelors Of Computer Application / **Chinmaya Institutes Of Management and Technology** Thrissur, Kerala

From June 2010 to January 2014

Bharathiyar University

Diploma Certificate in Network Administration / **IRS Computers Pltd**

Thrissur, India

From August 2008 to August 2009

Computer skills

Microsoft Office

HTML

Typing

Software and Hardware Installation

Revit Architecture

3ds Max

Auto CAD

Photoshop

Skills

Self Motivate

Continues Learner

Customer Service

Sales expert

Multi-Tasking

Quick Learner

Attention to Details

Communication

Languages

English

Hindi

Malayalam

Tamil