

# VINSON EAPEN THOMAS

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Executive level in Marketing, with more than 9 years of progressive marketing experience in UAE able to operate from both a strategic perspective together with strong operational ability. Strong in Marketing, Purchasing, Maintain Customer Relation, Pricing, Costing, Negotiations, Order Finalization. Highly organized with outstanding skills in interacting with clients, understanding their requirements and accordingly devising customized & cost-effective solutions, thereby maintaining complete client satisfaction and creating repeat business opportunities.

## EXPERIENCE

**2013 TO 2019**

**SALES COORDINATOR, PURCHASE OFFICER AND ADMIN & SUPPORT, NEW OIL FIELD SERVICES**

**(B.R.S. VENTURES)**

(BRS Ventures Investment Ltd is a holding company owned by Dr. B.R. Shetty)

Sales coordinator is an important member of a company's sales team I do the following:

- By supporting sales representatives and coordinating sales-related activities within the company, they contribute to achieving sales targets.
- I do have an important part in maintaining good customer relationships by acting as an extension of the field sales force.
- Do have excellent organizational, administrative and communication skills, together with an ability to deliver high standards of customer service.

As a Purchase Officer I do the following:

- Researching potential vendors, Comparing and evaluating offers from suppliers, negotiating contract terms of agreement and pricing, reviewing technical specifications for components, equipment or buildings, determining quantity and timing of deliveries, forecasting upcoming demands.

As a Admin & Support I do the following :

- Have performed a variety of administrative and clerical duties.
- Support customers, organize files, prepare documents, and schedule appointments.
- Helped to manage and maintain the finances of a company, have received payments, recorded financial information, and arranged for payment of overdue bills.

## 2011 TO 2012

### **SALES EXECUTIVE, AL KANANA TILES & MOSAIC L.L.C**

(A Reputed company in Ajman specialized in Building Materials)

- I Maintained and developed a good relationship with customers through personal contact via meetings, via telephone etc.
- Acted as a bridge between the company and its current market and future markets. Displayed efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to my Manager.
- Helped management in forthcoming products and discuss on special prices. Reviewed my own performance and aimed at exceeding my targets.
- Recorded sales and order information and reported the same to the sales department.
- Provided accurate feedback on future buying trends.

## 2010 - 2011

### **OUTDOOR SALES, ETISALAT, SHARJAH, UAE**

(Multinational Emirati based telecommunications services provider)

Etisalat announced the roll-out of ELife which is set to introduce a whole new era of communication and entertainment in the UAE in 2010.

- Introducing the product to both existing clients and potential customers, because confusion occurs among current clients about the product launched
- Worked to make up lost sales with new business.
- Discussed product features and benefits with customers; prepared applications.
- Performed functions, including building displays and placing promotional signs.

## EDUCATION

### 2012

**BACHELOR OF COMMERCE WITH TRAVEL & TOURISM, MGU (MAHATMA GANDHI UNIVERSITY OFF CAMPUS, SHARJAH – UAE)**

### 2009

**MICROSOFT OFFICE, ROLLA COMPUTER INSTITUTE, SHARJAH – UAE**

## SKILLS

- |                             |                                     |
|-----------------------------|-------------------------------------|
| • MICROSOFT OFFICE          | • Credit Control Order Finalization |
| • Tally.ERP 9               | • Leading Sales Team                |
| • Pricing                   | • Business Researcher               |
| • Team Player               | • Customer Service                  |
| • Good communication Skills | • Fast Learner                      |

## PERSONAL INFORMATION

Full Name : Vinson Eapen Thomas  
Languages : English, Hindi, Arabic, Tamil  
Mother-tongue : Malayalam  
Driving License : UAE, India  
Nationality : Indian  
Gender : Male  
Marital Status : Married  
Passport Details : No. S 1240836 Valid till 2027

## AREAS OF EXPERTISE

<b>Outdoor Sales</b>	<ul style="list-style-type: none"><li>• Contracts</li><li>• Agreements</li><li>• Negotiations</li></ul>
<b>Sales Executive</b>	<ul style="list-style-type: none"><li>• Conduct market research to identify selling possibilities and evaluate customer needs.</li></ul>
<b>Sales Coordinator</b>	<ul style="list-style-type: none"><li>• Leading Sales Team</li><li>• Negotiation</li><li>• Research on Market trends</li><li>• Track orders and ensure timely Delivery.</li><li>• Order Finalization</li><li>• Credit Control</li></ul>
<b>Purchase Officer</b>	<ul style="list-style-type: none"><li>• Pricing</li><li>• Order Finalization</li><li>• Compare and evaluate offers from suppliers</li><li>• Negotiations</li></ul>

## DECLARATION

I hereby declare that the above mentioned information is true and correct to the best of my knowledge and no invalid data has been included.

Vinson Eapen Thomas

2020