
Salomi Samuel

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Summary

"Seasoned Sales Professional with over 7 years of dedicated experience in consistently achieving and surpassing sales goals. Adept at lead generation, pipeline management, and successful negotiation to drive revenue growth. Known for building enduring client relationships, processing sales orders efficiently, and contributing to organizational success through comprehensive product and project knowledge."

Experiences

Inside Sales Executive
Chargen Lifesciences LLP.

11/2022 till present
Mumbai, India

- Effectively allocate incoming enquiries to team members, ensuring efficient distribution of workload and optimal use of team resources to meet and exceed sales targets.
- Sales Pipeline Management: Maintaining an organized record of leads, prospects, and customer interactions in a lead management file.
- Customer Outreach: Initiating contact with prospects, building relationships, and maintaining regular communication to nurture leads.
- Negotiation and Closing: Negotiating terms, pricing, and contracts with potential customers and closing sales deals.
- Follow-Up: Post-sales follow-up to ensure customer satisfaction, resolve any issues, and identify opportunities for upselling or cross-selling.
- Market Research: Staying informed about industry trends, competitors, and market conditions to adapt sales strategies accordingly.
- Quota Achievement: Meeting or exceeding sales targets and quotas set by the company.
- Feedback and Reporting: Providing feedback to the sales team and management regarding customer needs, market feedback, and sales performance.
- Customer Relationship Management: Building and maintaining strong relationships with existing customers to encourage repeat business and referrals.
- Team Collaboration: Collaborating with other departments such as marketing, procurement, export & logistics to ensure a unified customer experience.

- Documentation: Keeping accurate records of sales activities, customer interactions, and sales-related documents.
- Continuous Learning: Keeping up-to-date with sales techniques, product knowledge, and industry developments through training and self-education.

Administrative Asst.: Sales & Service

09/2021 to 08/2022

Soma Specialities Pvt Ltd

Mumbai, India

- Managing order fulfilment for end users, dealers as well as hospitality industries, ensuring efficient processing and delivery.
- Negotiating with customers and service suppliers, further aiming at maximizing profits.
- Promptly responding to quotation requests, completing within specified company timeframes.
- Converted prospective enquiries into customers, increasing sales by 25%
- Supporting external sales team and helping sales activities by proactively calling customers.
- Maintained excellent customer relationships by proactively contacting clients & customers.
- Handling customer complaint
- Providing the appropriate service and information or referring clients/customers to another department.
- Maintaining department records, including spreadsheets and databases that track suppliers, sales and customers.

Business Development Manager

12/2020 to 03/2021

Deepak Precision Works Pvt Ltd

Mumbai, India

- Following up with Import & Export Sale inquiries/leads
- Maintaining and enhancing existing clientele database.
- Identifying opportunities in target markets generating leads through cold calling prospective clients or networking through LinkedIn.
- Assessing client needs and the company's ability to meet those needs.
- Constantly keeping in touch with the channel partners regarding rates, availability of required parts also to be updated if there is any latest product launch, modification or upgradation.
- Actively participating in Tenders and keeping a regular track of it.
- Effectively converting the leads assigned by MD into sales and maintaining healthy business relationships.

Sales Coordinator

08/2018 to 03/2020

Shinelife Meditec LLP

Mumbai, India

- Preparing Quotations, Releasing Proforma Invoices
- Payment Follow Ups/Mail Correspondence.
- Internal & External Sales Coordination.
- Managed Export Sale Order fulfilment, ensuring efficient processing and delivery.
- At the time of Import regular tracking, follow-up and preparing required documents for custom clearance.
- Passing prospective leads to seniors for conversion.
- Actively responding to email and telephone enquiries.
- Support senior management by completing orders and keeping customers informed of delays and delivery dates.
- Maintaining & Updating database.
- Preparing status report on goals.

Sales Coordinator**03/2017 to 07/2018****Metcraft Steel Pvt Ltd****Mumbai, India**

- Effectively respond to sales enquiries through telephone or via email.
- Regular follow ups of quotations sent, negotiating terms and best possible beneficial rates.
- Intimate procurement team about raw material requirement for execution of orders furthermore releasing work order to production department.
- Participating and Filing e-tender
- Managed Export Sale as well as documentation.
- Assisting senior officials and completing the task assigned by them.
- Establish active communication and engagement with sales representatives to ensure that orders are processed promptly.

Executive - Sales Coordinator**04/2016 to 02/2017****Ajmera Realty & Infra.****Mumbai, India**

- Communicate with clients to identify their requirements and choice of property.
- Participate in seminars, conferences, and events to improve on existing job knowledge and expand personal network.
- Handling telephonic & email enquiries of ongoing, upcoming and completed projects also timely follow ups.
- Coordinating between interested/prospective buyers and direct sales team for site visit.
- Keeping myself updated with various projects to handle enquiries effectively.
- Maintaining reports as well as CRM.

Sales Coordinator**01/2015 to 03/2016****Recons Group of Companies.****Mumbai, India**

- Generating new leads and taking appointments for BDM to meet.
- Effectively responding to sales enquiries through email and phone calls.
- Regular follow ups with existing clients and prospective leads for orders.
- Managed order fulfilment of clients as well as accounts, ensuring efficient processing and delivery.
- Efficiently processing sales orders.
- Monitor and organize inventory while effectively tracking products for sale.
- Collaborate with senior sales staff in weekly meetings by creating and maintaining month-end sales reports.
- Cross-selling services to the clients.

Skills

Negotiation
Time Management Skills
Ability to work independently
Delegation of work
Adaptability
Analytical Thinking

Project Management
Relationship Management
Leadership Skills
Communication Skills
Team Management
Flexibility

Education

Master of Commerce

Mumbai University

2013

Mumbai, MH

Bachelor of Commerce

Mumbai University

2011

Mumbai, MH

Higher Secondary School Certificate

St Xavier's Junior College

2008

Mumbai, MH

Secondary School Certificate

St Xavier's High School

2006

Mumbai, MH

Certifications

- MS-CIT
- Tally ERP 9
- Typing Speed: 50 w.p.m.

Languages Known

- English
- Hindi
- Marathi
- Tamil

I hereby declare that above information is true as per my knowledge.

Date:

Place: Mumbai

(Salomi Samuel)