SUCHITHRA **KARIMBUVEETTIL**

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# Summary

Sales Coordinator bringing 1.5 years in trading of structural steels. Good knowledge in Tally, ERP systems like Orion.

Strong organizational, analytical, problem resolution and follow-up skills. Exceptional interpersonal communication and leadership skills.

Meets all deadlines under pressure in fast-paced environments. 2 years experience as lecturer in a reputed college

# Highlights



Exceptional interpersonal skills Cheerful and energetic Organized and meticulous Excellent time management Analytical problem solver Team leadership

# Sales Coordinator SOSCO

**Experience**

**03/2013 to Current**

**Doha**

Responsible for preparing and then follow up on sales quotations made for clients, negotiating terms with the client at a cost best suited for them.

Respond to any online or telephone queries in a calm and friendly manner. Liase between sales and stores team to ensure stock availability.

# Lecturer

**St Annes College**

**06/2010 to 12/2011**

**Virajpet, Karnataka, India**

Provide fundamental programming concepts of Flowchart, Algorithm, Data Types, operators etc. Delivering Lectures on Software Engineering, Programming Languages (C,C++), Networks, Data Structures, Discrete Mathematics etc.

Supervising computer Labs

# Education

**Bachelor of Engineering**: **Information Technology**

Visvesvaraya Technological University

# Computer skills:

Operating Systems : MS-DOS, Windows Languages : C, C++, Java

Web Technologies : HTML, Java Script RDBMS : ORACLE

# 2010

Virajpet, Karnataka, India

# Languages

Fluent in English, Malayalam, Kannada and Hindi

I hereby declare that the information furnished above is true to the best of my knowledge.

05-03-2013

Doha, Qatar