SUCHITHRA KARIMBUVEETTIL

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# Summary

Sales Coordinator bringing 2 years in trading of structural steels. Good knowledge in Tally, ERP systems like Orion, MSOffice.

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**

* Assisted account executives,sales executives and managers on day to day fuctions such as invoicing ,preparing sales orders.
* Reviewed requisitions, created quotations, and managed backlogs.
* Answered calls for Sales, logged messages and/or transferred calls to the appropriate person in an efficient manner.
* Initiated purchase orders of structured steels with specifications for function, dimension, style, and color.
* Ensured accurate delivery dates & improved lead times by regularly following up on orders.
* Managed all procurement activities for my assigned area, interacted with outside vendors for purchase based on requirements;consistently negotiating the best rates .
* Created ad-hoc reports as required by the Procurement team.
* Maintained Good relationships with suppliers; Also maintained records of vendors to better serve customers wants and complaints.
* Worked with all departments such as accounts,sales,logistics to develop and implement procedures and data stores to track move.
* Experienced using ERP, MS Office Suite.

# 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

# Languages

Fluent in English, Malayalam, Kannada and Hindi

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

20-02-2018

Doha, Qatar

# 2010

Virajpet, Karnataka, India