###### Samuel Lincy Jacob

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**OBJECTIVE:**

To obtain a responsible position in a dynamic company which can provide an opportunity to fruitfully employ my skills and foster an atmosphere of continual learning.

**PROFILE:**

* 2 years in Sales at a Stainless Steel Long Product manufacturer & supplier (SS Pipes, Tubes, Wire & Bars).
* Excellent coordinating skills.
* Ability to liaise with different teams with diverse requirements and deliver keeping their operational constraints intact.
* Intermediate knowledge of Microsoft Excel, Word.
* Proactive and multitasking Skills
* Excellent written and communicating skills, Phone/email etiquette

**WORK EXPERIENCE:**

* Currently working at Hindustan Inox Ltd, since September 2014

**JOB ROLE: Sales Executive**

* Handling customer queries
* Emailing quotation based on their requirement, follow up with customer and provide the best deals after negotiations
* Follow up with manufacturing units regarding progress of existing orders and delivery.
* Coordinate between customer & quality team in case of quality complaints.
* **Preparing documents for getting firm registered as approved supplier at govt. sectors. (Railways &  BHEL,)**
* Attend tenders of Govt. & Private Sectors Unit.

**Educational Qualification:**

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| --- | --- | --- | --- | --- |
| **School / College** | **Degree** | **Board/University** | **Percentage** | **Year** |
| Holy Child Convent School | S.S.C | Mumbai | 55% | March 2005 |
| R K Talreja College | H.S.C (Arts) | Mumbai | 48% | February 2007 |
| R K Talreja College | B. A (English Literature) | Mumbai | 52% | April 2010 |
| R K Talreja College | M. A (English Literature) | Mumbai | 49% | April 2012 |

**Personal Information:**

Date of Birth : 15th November 1988.

Marital Status : Single

Languages Known : English, Hindi and Malayalam.

Gender : Female

Hobbies : Reading, Cooking and listening to music.