**Naveen Yera**

**Sales & marketing professional with 11years of experience with BBA graduate**

Telangana

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Email me on Indeed: [indeed.com/r/Naveen-Yera/1d299fb3300f95dc](https://www.indeed.com/r/Naveen-Yera/1d299fb3300f95dc)

**Work Experience**

**sales manager**

**Manchukonda Prakasham industries India pvt Ltd.**

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Hyderabad, Telangana

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August 2017 to Present

**Asst Sales Manager**

**Al SWEER TRADING FZE**

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July 2011 to February 2016

Al SWEER TRADING FZE  
As Established in year 2004 in Jebel Ali free Zone, maintained a wide range of HVAC  
Supplies including Refrigerants, sanitary Ware and ceramic.  
  
Job Profile  
Job Description:  
• Handling the Imports of sanitary and ceramic shipments from asia and Europe  
region till the warehouse  
• Providing proper service attention in assisting customers.  
• Handling the cash register.  
• Receiving and checking actual deliveries and achieving daily and monthly  
targets  
• Daily coordination with my co-workers

**SALES EXECUTIVE**

**PRIME CO MIDDLE EAST. Ltd**

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Dubai, AE

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March 2010 to April 2011

Jumeirah Lake Towers, Dubai, U.A.E.  
  
AVI Presentation Products has a long history dating back to 1997. Since its founding it has continuously and successfully responded to the relentless transformation of the world economy. Sectors covered by UTS include Air  
Conditioning, Oil & Gas, Water Treatment, Facilities Management, Contracting, Information Technology and Corporate  
Investment

**Education**

**Bachelor in Business Administration**

**Bangalore university**

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Bangalore, Karnataka

**Skills**

Microsoft office

**Additional Information**

+ Holds 10+ years of overseas experience + Excellent command over administration  
+ Ability to easily and efficiently adapt to + Bachelor in Business Administration  
diverse management policies implemented  
from time to time.  
+ Superb organizing & coordination skills + Can work independently or in a team  
  
AREAS OF EXPERTISE  
  
Administration  
• Provide executive-level support to top management; organize office operations to maximize productivity.  
• Communicate with senior management, employees, clients as well as other third parties to exchange information,  
coordinate activities, and promptly resolve issues and concern.  
• Gain advanced knowledge of the business while maintaining confidentiality in all official transactions  
  
PROVEN JOB ROLE  
  
Business Developer/ Assistant Sales Manager, Prime co Middle East LTD Jebel Ali.  
• To serve as Sales Assistant: greets and directs visitors; answers, screens and directs telephone calls. Gather  
essential information and to provide general assistance to callers/visitors  
• Handling admin duties/tasks of the CEO as and when required.  
• Logging the enquiries & data from the Oil & Gas companies in the Oracle ERP system.  
• In-charge of the company newsletter& corporate email.  
• Checking of the monthly invoices via coordination with accounts department.  
• To ensure any maintenance issues are dealt with in a timely manner.  
• Making a list of the international call according to the extensions.  
• Process all courier packages and to maintain various computerized and paper files.  
• Visiting Trade Fare in UAE & Other GCC Countries  
• Developing and analysising attractive schemes to enhance the brand recognition  
  
Customer Sales Representative, AVI Presentation Products, JLT Dubai  
• Handled day-to-day administration of the counter; prepared daily and monthly invoices, entered daily cash and  
credit sales in the system, and oversaw daily cash deposit.  
• Effectively addressed inquiries, complaints and other issues from customers on Projector's and Consumable like  
Projector lamps and its filters, as well as with corporate clients dealing with the company.  
• Communicated with every department and branches of the company and encouraged the same to deliver  
professional service at all times.  
a  
  
IT SKILLS  
  
Proficiency in MS Office Suite, Internet, Outlook & E-mail applications