



LOUIS PREM KUMAR

Sales and Purchase Coordinator

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ABOUT ME

A self-motivated graduate with desire to learn, ability to grow, adapt to new circumstances and challenges. I have been successful at my start up raising it to heights and I attribute this success of my ability to planning, schedule and handle many different tasks at once. The flexibility will help me in my work place. Where there are many different personalities and learning.

WORK EXPERIENCE

Sales and Purchase Coordinator cum Administrative officer

Riyal Electrical Trading LLC-Dubai, UAE – August 2021 to Present

Duties and Responsibilities:

- Communicative effectively with sales executives and their clients to maintain existing relationships while helping to create and build new client relationship.
- Providing sales and administrative support various office duties such as answering phone calls, making calls to vendors, preparing submittals, etc.
- Preparing monthly sales analysis as instructed by the director of sales for monthly meeting. Also coordinating and responding to all requests of internal meetings.
- Create proposals and contracts that accurately reflect the service requested.
- Prepare all kinds of delivery related documents invoice, delivery note, arranging entry passes for special entry zones.
- Maintain purchase and sales invoice documents including export import.

Sales coordinator and customer relationship officer

Al Hana Electricals Trading LLC - August 2018 to June 2021

Matar Star Group of Companies-Dubai, UAE

Duties and Responsibilities:

- Handing purchase order planning, scheduling and handling the purchase orders on time for customers needful, also following up with vendors, customers and different internal sectors for step-by-step activities getting execution of delivery.

- As per the customizable request preparing technical submittal obtaining client proposal. Arranging client meeting.
- Assist customers enquire as per their material requisition and provide the quotation on time for their needful. Also responding all the questions of customers, assist execution of their duties throughout until a complete purchase.
- Ensure work is planned and organization in such a way to maximize time spent with customers.
- Update a delivery schedule with customer and maintain the proper supply chain from the vendors to customer place.
- Preparing deliver order documents against the purchase orders for delivery support.

EDUCATION

B.Ed., - Bachelor of education, 2017 from Tamil Nadu Teachers Education University.

M.Sc., - Physics, 2015 from Annamalai University.

B.Sc., - Physics, 2013 from Bharathidasan University.

TECHNICAL SKILLS

- MS Office,
- Microsoft Outlook
- Diploma in Computerized Financial Accounting (Tally Erp 9.0)
- Tally Prime

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 27-08- 1992

Passport Number : R3502410

Marital Status : Single

Languages Known : Tamil (R.W.S.U), English (R. W. S. U.), Malayalam (S.U), and Hindi (S.U)

DECLARATION

I hereby declare that the information given above is precise to the best of my cognition and impression.

Signature

F. Louis Prem Kumar