

BROLIN BABU

Location: Dubai

Mobile: +971-0526529385

Email: bro677793@gmail.com



Professional Profile

- I am an approachable, motivated and confident Sales executive / Sales Coordinator with the ability to excel sales targets and make a real difference in the organization's revenue generation. I have expert knowledge of the Purchasing handling process and I fully recognize the human and emotional aspects of buying and selling with UAE driving license. And I have experience in shipyard as a site supervisor. Possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

Key Skills

- Good communication skills
- Strong organizational skills
- Strong IT skills using MS word, Excel and internet
- Time keeping
- Energetic

Career Summary

International Group Of Pre-Fabricated Houses LLC Sharjah, UAE

Factory coordinator

Dec 2021-April2022

Key Responsibilities

- Issuing and ordering materials and equipment needed as per factory needs
- Preparing detailed daily work reports
- Ensure the production quality and production target
- Monitoring and supervising employees performance as per the demand
- Total coordination of the factory as per the instruction from the head office
- Arranging the product delivery to the site and installation on the site

SIAN AND SAM TRADING F.Z.E . AJMAN , UAE

Distributors of stationary

OCT 13 2020- Jan 20, 2022

Worked as sales executive/ coordinator

Responsibilities

- Managing all the sales related activity of the company

- Supporting the field sales team
- Carrying out tasks such as data input, invoice making, filing documents, paper works
- Making follow up calls to confirm sale orders
- Responding to sales queries via phone, e-mail
- Meeting with the clients
- Coordinating the delivery and payments

GRACEWAY TRADERS, KERALA, INDIA

Distributors of building materials

OCT 2019- SEP 2020

Worked as Sales Executive Key Responsibilities

- Meeting and greeting customers and making them feel welcome
- Devising and implementing the organization's sales strategies
- Finding new channels for selling and distribution of products
- Building rapport with a customer and subsequently closing the deal
- Building relationships with new customers and distributors
- Demonstrating products to customers
- Maintaining good business relationships with existing clients
- Liaising with suppliers and manufacturers
- Holding meetings to discuss progress of existing project

Senior Engineering Services reg contractor, Cochin Shipyard Ltd.

Mechanical Site Supervisor

Dec2016 – July 2019

Outline

Worked as Site Supervisor for Hull, Piping and Structural Works undertaking projects in ONGC Oil Vessels, Indian Navy Ships and crew vessels

Key

- Issuing and ordering materials and equipment needed as per site needs
- Conducting meeting with clients and preparing detailed work reports
- Documenting work completion report including material (steel) and measurement (in tonnage) used in structure
- Receiving permit to works (hot work, work at height, confined spaces, etc.)
- Ensuring works are completed in adhere with client specifications and quality standards

Technical Expertise

- **computer Skills:** MS Office (Excel, Word, Outlook)
- **Software:** UDOO

Education and Qualifications

- Diploma in Mechanical Engineering (2013-2016)
- Advanced Diploma in Welding (2016)
- NEBOSH – International General Certificate Course Completion (Awaiting Results)
- High school education(2010)

Additional Information

- **Languages:** English, Malayalam, Hindi, Tamil
- **Driving licenses:** UAE manual licenses
- **Nationality:** Indian
- **Visa Status:** visit visa
- **Expected salary:** As per industry standards