



SHINE CHACKO BABU

SALES EXECUTIVE, ADMIN, HR & PRO OFFICER

📍 Dubai Industrial City, Dubai
UAE, Dubai, 294551

☎ 0569449240

✉ shinebabu10@gmail.com

SKILLS

KNOW HOW TO INFLUENCE OTHERS, MOTIVATE THEM AND ALSO GET THE BEST OUT OF THEM.

HAVE HIGH STANDARDS OF WORK PROCEDURES, PUNCTUALITY & ATTENDANCE.

ALWAYS POLITE AND HELPFUL WITH WORK COLLEAGUES, MANAGERS AND CLIENTS.

MAKING LOGICAL, INTELLECTUAL AND CRITICAL DECISIONS.

POSSESS EXCELLENT TELEPHONE ETIQUETTE AND ABLE TO COMMUNICATE WITH DECISION MAKERS.

WRITING UP ACCURATE AND GRAMMATICALLY CORRECT SALES CORRESPONDENCE.

ACCURATELY CALCULATING FIGURES SUCH AS DISCOUNTS, INTEREST, COMMISSIONS AND TOTALS.

LINKS

linkedin:
http://linkedin.com/in/shine-cha_cko-babu-b2b64311b

LANGUAGES

ENGLISH

HINDI

MALYALAM

HOBBIES

TRAVELLING WATCHING
MOVIES READING
LISTENING MUSIC

ABOUT ME

A high performing Sales Executive who can be the glue that will keep all of the sales and marketing teams working together. I have that special touch needed to crank up the performance of sales office staff, increase profitability and improve a company's bottom line results. As someone who operates with a sense of urgency and discipline at all times, I will be very good at running a busy sales office. By being well-groomed and professional in appearance I can confidently interact with individuals at all levels of authority knowing that I will be making a good impression on them. Right now, I would like to work for a company that believes in promoting from within.

WORK EXPERIENCE

TRANSWORLD METAL WORKS L.L.C DIC, DUBAI
Dubai Industrial City
Jun 2019-Present

SALES Executive, Admin, HR & PRO Officer

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.
- PRO & HR Related Works

DANA GROUP OF COMPANIES
Deira Dubai
Jul 2014-May 2019

Sales Coordinator & Admin Assistant

- Preparing Quotation and sending to the concerned clients.
- Updating Quotation Reports.
- Maintaining & filling Quotation folder for each company.
- Sending Introduction to New Companies.
- Preparing Employment Offer for Employees.
- Preparing Joining Forms of Employees and Send to Head Office.
- Maintaining personal files of each employee with the necessary documents.
- Accounts & Purchase Coordinator.
- Applying for gate pass (for going to port) for the managers whenever required.
- Doing any other works assigned by Managers
- Handling Transportation for Material Delivery.

ASIAN INSTITUTE OF MEDICAL SCIENCE

IT Team leader

DRIVING LICENSE

Driving license
category Dubai Light
Motor Vehicle - License
No - 4058647

EDUCATION

BACHELOR OF ARTS
Delhi University /
Delhi University /
2007
BA PROGRAMME

BACHELOR OF
TECHNOLOGY
Don Bosco Technical
Institute / Delhi INDIA / 2011
BCA

REFERENCE

FAISHAL ALI
Dana Group of
Companies T:
0569938750

PERSONAL DETAILS

Date of birth
08.02.1990

Nationality
India

Visa status
Employment
Visa

Marital
status
Married

Faridabad,
INDIA Jul 2012-
Jun 2014

- Delegate duties and tasks within the IT department.
- Review completed tasks to ascertain compliance with standards.
- Monitor all team members and provide necessary advice and guidance.
- Perform periodic risk assessments and initiate risk control strategies.
- Coach all team members and motivate them to produce desired results.
- Organize regular seminars and trainings to teach team members new techniques and methods.
- Keep up with trends in the constantly evolving information technology industry.
- Perform regular IT audit to discover areas of weaknesses and fortify them.
- Work alongside other departments to achieve company goals and visions.
- Write and forward regular reports to the management.
- Provide solution to any complex IT related challenges in the organization.
- Perform regular appraisal of team member's performance and devise strategies to help with improvement
- Carry out in-depth research to reveal new and better methods of handling functions within the department.
- Ensure that the company's data and information are protected from unauthorized access.
- Supervise repair and maintenance of all IT gadgets.

DAMCO IT
SOLUTIONS
Faridabad, INDIA
Aug 2010-Jun
2012

Production Exe.

- Determine Best Use of Resources.
- Hire, Train and Evaluate Workers
- Monitor Production
- Identify Problems and Improve Processes

SPACE CHANNEL
Delhi, INDIA
Mar 2009-Jun 2010

On Line Graphic Designer

- Conceptualizing visuals based on requirements.
- Creating images and layouts by hand or using design software
- Testing graphics across various media

PASSPORT NO.
Passport Issue Date
Passport Expiry Date

L5147609
21.10.2013
20.10.2023

Shine Chacko Babu