



SREERAJ S

SALES/OPERATIONS COORDINATOR

CONTACT

DOB: 07/12/2000

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📍 **Dubai, UAE**

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EDUCATION

Nov 2021
Calicut University , Kerala
India

Bachelor of Commerce
University Project

CUSTOMER AWARENESS
AND PERCEPTION TOWARDS
HERBAL COSMETICS

SKILLS

- Adaptability
- Self-driven
- Quick Learner
- Team player
- Time Management
- Word, Excel , Outlook

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFILE

Energetic and self-driven personal with 2years of experience in the field of operation & sales seeking coordinator position to utilize my strong communication skills and attention to detail in the field of customer service ,sales and operations, driving personal growth and add value to the organization.

WORK EXPERIENCE

PPDO Pvt LTD Cochin , Kerala , India
Sales & operations coordinator Feb 2022- May 2023

- Process Sales orders
- Assist production team in day to day activities
- Managing stock levels
- Monitoring delivery to clients
- Ensuring clients are informed of the updates
- Report costs related to transportation
- Planning vehicle routes for day to day delivery
- Submit daily reports to the management
- Inventory management

Sutherland Healthcare Solutions pvt ltd

Operation Assistant Chennai, India
June 2023- July 2024

- Manage portfolio of health care providers
- Ensure the clinical database is up to date
- Data entry to the system related to health care providers
- Manage and enter demographics updates of the health care provider
- Data information quality control and monitoring activities
- Entering data of certifications and qualifications of health care providers

REFERENCE AVAILABLE ON REQUEST