

+971564022917

IMSHRAVAN5@GMAIL.COM

Dubai , UAE

in

SHRAVAN KONDAPARTHI

Sales & Logistics Executive



SUMMARY

Result oriented and dedicated Sales and Logistics executive with a total work experience of 8+ years in managing Logistics operations and Sales. Skilled in quality checks, , Inventories and team management. Adept at creating as well optimizing the daily route plans across multiple cities. Proficient at improving the processes in warehouses to improve speed and quality. Strong in conducting quality checks across various facets of the supply chain. Looking forward to applying the acquired skills to a challenging role.

Enthusiastic sales & marketing graduate with a passion to learn and excel in the end to end sales lifecycle including lead generation, reaching out, pitching, negotiations & deal closing. Armed with real-world sales experience . Skilled at product demos, up selling as well as understanding customer feedback. Proficient at using Sales Orion ERP software.

EDUCATIONAL INFORMATION

- **PG Diploma - Marketing & Communication** | Glyndwr University| London ,UK| 2013 - Mar 2014
- **Diploma - Business Administration** | LIMRA College | London ,UK| 2010-2012
- **Bachelors of Engineering** | JNTU | Hyderabad ,INDIA | Feb '04 - Feb '08

PROFESSIONAL EXPERIENCE

Sales & Logistics Executive

Aug '18 - Present

I CELL TELECOM LLC

Dubai, UAE.

Import and Export of all mobile brands across the world.

Sales and Operations

- Responsible for Sales orders ,Inventory Control, Customer Service ,Shipments and Sales.
- Making sales orders using ERP system, and managing the daily operations.
- Preparing sales orders and arranging delivery to the customers.
- Handling incoming and outgoing shipments , maintaining inventory and ordering supplies.
- Entering purchase cost into the computer using ERP system.
- Generate daily and weekly reports , such as sales-cost report ,Aging report , inventory reports and other reports.
- tracking all the orders and incoming shipments and notifying the customer.
- Prepared various packages for shipment.
- Provided updated shipment information via email.
- Assisted customers with the preparation of shipping documentation.
- Confirmed that packages met federal shipping guidelines.
- Assisted customers in tracking missing or delayed packages.
- Coordinated with shipping departments at other postal facilities.
- Greeted customers and handled shipping requests.
- Provided detailed tracking information via email and mobile devices.
- Ensured that quality control guidelines were enforced
- Assisted with billing issues, prepared invoices and processed payments.
- Responded to customer service issues
- Prepared all required shipping documents.
- Established ongoing relationships with local businesses.
- Implemented innovative marketing efforts to increase business.
- Provided assistance as necessary to track delayed or missing shipments.
- Monitored multiple databases to keep track of all company inventories.
- Petty cash handling.

- Generating all inventory ,sales and cost reports using ORION ,ERP software.

Sales Executive
Cellport General Trading LLC.

Jun '14 - Jul '18
Dubai ,UAE

Import and Export of Mobile phones across the world.

- Leading the entire sales team of the organization , including sales, marketing and customer service.
- Assisted the Store Manager in all undertakings in terms of marketing, sales, and operations
- Strengthened profit opportunities by developing key customer relationships and effectively managing time/resources to meet sales objectives.
- Collaborated with management to review customer contract terms and request approval.
- Developed and implemented effective marketing strategy
- Prepared detailed client proposals and sales reports.
- Monitored technology trends and made purchase recommendations.
- Set sales goals and developed effective training procedures.
- Managed customer requests and dealt with customer service issues.
- Provided product demonstrations for customers.
- Implemented strategies to improve sales.
- Identified technology trends.

Sales Executive
Lycatel

Jun '11 - Sep '13
London, UK

Marketing & Sales of Sim cards

- Strengthened profit opportunities by developing key customer relationships and effectively managing time/resources to meet sales objectives.
- Collaborated with management to review customer contract terms and request approval.
- Developed and implemented effective marketing strategy.
- Prepared detailed client proposals and sales reports.
- Monitored technology trends and made purchase recommendations.
- Set sales goals and developed effective training procedures.
- Managed customer requests and dealt with customer service issues.
- Provided product demonstrations for customers.
- Implemented strategies to improve sales.
- Identified technology trends.

KEY SKILLS

