

LYNELL PETER PEREIRA

Sales & Purchase Coordinator | lynellpereira19@gmail.com | +971503673624

Valid UAE Driving License Holder

Result-driven Sales & Purchase Coordinator with an innovative and Strategic approach with proven quantifiable success.



Personal Profile Statement

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organization's revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and suppliers.

Per Skills

- Resourceful expert at learning customer needs, directing to desirable merchandise and upselling.
- Committed to strengthening customer experiences with positivity and professionalism when answering requests and processing sales.
- Skilled in processing transactions, handling cash and arranging and distribution of stock.

Pro Skills

- Meeting and greeting customers and making them feel welcome.
- Working with high-volume retail and multi-tasking environment.
- Providing excellent customer service to all customers, at all times
- Regularly reviewing sales strategies and targets with the Sales Director.
- Building rapport with a customer and supplier for subsequently closing the deal
- Demonstrating products to customers
- Ensuring sales targets are met before the specified deadlines
- Participating in meetings with RSM's and Sales Director.

Areas of Expertise

Deep product knowledge & Expertise

Skilled problem solver & Decision maker

Customer Acquisition & Assistance

Time management & Active Listening

Cash handling & Upselling

Multi-tasking & Hard worker

Sales experience & Ability to learn quickly

Customer service & Empathic Attitude

Strong communication & Inter Personal Skills

Teamwork and Adaptability

Experience

Sales Admin / Purchase Coordinator - India Dept. | November 2020 - Present

Regal Traders FZCO | Dubai | UAE

Main Duties Performed

- Placing new orders with various suppliers from India for the orders placed by our RSM's and various customers all over GCC and other parts of the world.
- Making new contracts as per the Sales contract received by the Suppliers for the orders confirmed by the Retail shops and the customers.
- Getting new orders from the RSM's for the new quality samples received from the suppliers and for the upcoming season.
- Managing to get the shipments as per the given time during the order confirmation.
- Distributing the goods for all the Retail outlets and the customers as per the orders placed by them as per the lots arranged.
- Checking if the Original Shipping Documents sent by the supplier are clear and then giving the documents to the local Clearing Agent for the clearing the goods along the required letters for the shipment release.
- Follow up with the Finance team for the various different payments for suppliers and other payments.
- Making tax invoices and credit notes if required for the customers and transfer orders for our retail shops.
- Checking and following up with our warehouse manager for the stock available in different locations and placing new orders through the approval from the Sales Director.
- Reporting to the Sales Director on the weekly regarding the sales figures, orders confirmations, shipments taken place for that particular week and also arranging for the shipments to happen in that particular month.
- Planning for the supplier visits with the Sales Director, RSM's and various customers.
- Arranging Fedex AWB's for sending various Fabric samples as feelers to suppliers and customers overseas for order confirmation and for the production approval.
- Bargaining with RSM's, Suppliers and Customers for providing them the best price possible.

Retail Sales Consultant | January 2019 – September 2020

Travelex Emirates Exchange LLC | Dubai | UAE

Main Duties Performed

- Managing and handling the cash transactions at the counter and ensure the delivery of quality service to customers while adhering to operational controls and avoiding cash excess and shortages.
- Carrying smooth and error free FX / Remittance transactions and ensuring process are completed within timescales and with a high degree of accuracy.
- Ensuring all teller transactions and other routine processing is done as per laid down procedures and central bank guidelines.
- Ensuring due diligence is carried out with respect to money laundering and other regulatory requirements.
- Providing information and guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction.

- Purchase & sale of foreign currency at prevailing exchange rate.
- Tallying of cash as per system and deposit with treasury before end of duty.
- Reporting in logbook about tally, excess, short, and system problems if any.
- Closed major transactions

Achievements and Awards

- Achieved Diamond RPM status once and Gold RPM status for 6 consecutive months
- Completed a certified CAPSTONE Simulation Game
- Attended National Level conference on HR Disruption at Nitte CEO Conclave
- Certification course on MS-Office
- Active Member of several Blood Donation groups in UAE and also India, Indian Catholic Youth Movement since 2014 and many other groups
- Hosted a Mega Sports event for whole District in 2018
- Awarded as All-rounder and was also two times Champion in college sports meet
- State Level volleyball player, District level Athlete and Shuttle Badminton Player

Education

Justice K. S. Hegde Institute of Management | 2016 - 2018

Master's in Business Administration – Sales and Marketing
Nitte University

St. Lawrence College | 2013 - 2016

Bachelor of Commerce
Mangalore University

St. John's P. U. College | 2011 – 2013

Commerce
Karnataka Pre-University Board

Technical Skills

- Microsoft Office (PowerPoint, Word, Excel, Outlook)
- Worked on RTS and Microsoft Dynamics ERP systems.

Research Papers and Projects

Organization study

Sanjivini Pipes and Fittings PVT. LTD. | Kundapura, India | 2018

Analysis of Organizational Behavior

Manipal Technologies | Manipal, India | 2017

Marketing and Sales

Abhaya Limb Centre | Mangalore, India | 2017

Research Article

Consumer preference towards online and offline shopping | 2017

Management in Action

Jasmine Cultivation in Kurkal and Shankerpura Region | Katapady | 2018

Language

English | Hindi | Arabic | Kannada | Konkani

Hobbies and Interests

Playing, Cycling, listening to music, watching movies and socializing with friends and family.

Date of Birth & Nationality

19th December, 1995, Indian

Visa Status: - Employment Visa.

Date: -

Lynell Peter Pereira

References Available on request.