

# SHEEBA THOMAS

S A L E S C O - O R D I N A T O R



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south. P. O. 682007

D.O.B- 2/5/1972

## PROFILE

"Results-driven and enthusiastic Sales Coordinator who shines at designing and applying new sales strategies, leading sales reports and analyses, and arranging contracts. Qualified Sales Manager with broad experience in fast-paced business atmospheres. Has excellent communication/ leadership skills, outstanding time management skills, and the significant ability to remain calm under pressure."

## SKILLS

- Team leadership
- Front End Coding
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

## EDUCATION

GRATUATION

B. A SOCIOLOGY

Mahatma Ghandhi University

1992

### TECHNICAL

Ms Office

Tally

### LANGUAGE KNOWN

English, Hindhi, Malayalam

Good communication skill

- Total 19 years Experience in Office Administration

## EXPERIENCE

### SHUBHASHREE ENTERPRISES (SUNDEK INDIA LTD.)

#### Sales Co- Ordinator

April 2002- February 2008

- Sales team scheduled monitoring
- Office Administration
- Logistics Management.

### THE INDIAN PLYWOOD MFG. CO. P. LTD

#### Sales Co- Ordinator

March 2008- December 2021

- Sales team scheduled monitoring
- Office Administration
- Logistics Management.

The above details are true and correct in my knowledge

**SHEEBA THOMAS**