

SHYJU KRISHNAN

Business Development Exc/Sales Coordinator



PROFILE

Business Development & sales coordinator professional with **9+years** of experience in UAE. Adept at developing effective marketing material, networking with business decision-makers, and turning business prospects into buying customers. Excellent cross-cultural communication skills and strong motivation developed through working in a range of customer-oriented jobs and versatile experiences in Sales & Coordination.

CAREER

❖ **Business Development/Sales Coordinator(Mar 2023 – Sep 2023) S3 Technologies Electronics Trading LLC, Dubai, UAE**

Job Responsibilities

- Managing all the sales related activity of the company.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Making follow-up calls to confirm sales orders or delivery dates.
- Resolving any sales related issues with customers.
- Conduct market research to identify selling possibilities and evaluate customer needs
- Negotiate/close deals and handle complaints or objections

❖ **Business Development Executive Jan 2020 – Dec 2022 EMA General Trading LLC, Dubai, UAE**

Job Responsibilities

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Build long-term relationships with new and existing customers.
- Build contacts with potential clients to create new business opportunities
- Negotiate/close deals and handle complaints or objections
- Researching organizations and individuals online (especially on social media) to identify new leads (lead generation) and potential new markets.
- Researching the needs of other companies and learning who the decisions maker are.
- Collaborate with team members to achieve better results
- Weekly Review Meeting with Client/Consultant for Implementation of Project execution work & time constraint.

CONTACT

- 📍 Dubai, UAE
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- ✉ shyju.krishnan93@gmail.com

EDUCATIONAL CREDENTIALS

2012: Bachelors of Business Administration (BBA), William Carey University, India
2013: Accounting Diploma course in VIBES (Virtual Interactive Business AdministrationSystem) India

TRAINING COURSE

- **Jan 2018:** Value Added Tax (VAT) course training at Hyatt Regency Dubai conducted by Dubai Golden Jewellery Group (DGJG) Dubai
- **2ND TO 6TH SEP 2013:** Received Certificate for The Sales Effectiveness Program conducted by Mr. Arjun Aiyar at DGJG Office

KEY SKILLS

Computer/Programming skills

- Microsoft office – Word, Excel, Power Point
- Accounting Software: Tally. ERP9, PEACHTREE, QUICKBOOK, TREADEASY

Communication Skills

- Excellent Written and oral communication skills
- Fluency in English Language
- Brainstorming
- Confidence and corresponding

Organization Skills

- Time efficient
- Systematic working methodology
- Administration
- Coordinating

- Preparation Weekly project planning chart and follow the same for Execution
- To ensure that the work is completed in time with the given specifications and standards
- Collaborating with management on sales goals planning, and forecasting; maintaining short- and long-term business development plans.
- Create Technical Submittal for materials & taking approval from consultant
- Maintain and update customer database

❖ **Accountant/Sales Coordinator (Head Office) Oct 2013– Dec 2019)**

Chittilappilly Jewellers LLC, Dubai, UAE

Job Responsibilities

- Working on software VISUAL WINGOLD & VISUAL WINGOLD NEXT (VAT)
- Preparing and maintaining more than five Bank accounts Reconciliation.
- Sorting out ERP issues with ERP team and work with them for new implementations.
- Issuing the tax invoice in accordance with the rules of the Federal Tax Authority including the Tax registration number (TIN) at the company and details of the customer, the legal name and Tax registration number.
- Doing monthly and quarterly UAE VAT reconciliations and submit the VAT returns.
- Assist Internal and External Auditors.
- Salary entry & reconciliations.
- Transferring fund against imported goods from outside country by online banking / submitting T.T form at bank.
- Calculating monthly interest charge (cash/gold) for wholesale creditors and debiting in their Account and monthly statement will be shared.
- Updating Trade License/ Passport/Visa copy of wholesale creditors in system.
- Daily sales credit card purchase amount from all outlets will find out from online banking and will enter in system by intercompany method.
- Fixing of gold (Sales fixing/Purchase fixing) through Bullion Dealers.
- Debtor and Creditor reconciliations.
- Monitor Cash flows / Handling and reconciling of Petty Cash
- Issuing cheques quarterly for Easy Payment Plans (E.P.P) for specific banks.
- Preparation of final account, daily & monthly stock statement
- Issuing cheques for Gold Bullion Trading for buying gold kilo bars and making both account reconcile.
- Update daily sales entry in Excel sheet and inform Accounts head & General Manager.
- Issuing cheques quarterly for sponsors (UAE nationals) as sponsorship charge.
- Payment of Utility bills of Head office, all outlets in UAE, Staff accommodations.
- Visiting Economic Department for renewing company (all branches) Trade license by collecting Payment voucher and Cash payment for renewal.

Interpersonal Skills

- Efficient, Self-motivated and leadership skills
- Can work independently and in groups
- Good in presentation

PERSONAL DETAILS

Date of Birth	: 01 st June 1991
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Passport No	: X6568023
Visa Status	: Visit Visa
Hobbies	: Reading, Music, Sports
Driving License	: Valid UAE License
Languages known	: English, Hindi, Malayalam & Tamil