

# THOMAS PAULOSE

ADMINISTRATION COORDINATOR



## CONTACTS

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## ABOUT ME

Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to completion, and coaching individuals to success. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals. Skilled, creative and innovative. Skilled at thinking on my feet, solving any potential customer issues that arise without help from management.

## PERSONAL DETAILS

Date of birth  
11-09-1986

Nationality  
Indian

Visa status  
Resident

Marital status  
Single

## LANGUAGES

English	<div></div>
Hindi	<div></div>
Marathi	<div></div>
Malayalam	<div></div>
Arabic	<div></div>

## WORK EXPERIENCE

**Administration Coordinator, AL HADREM BUSINESS SERVICE CENTRE, DOHA**

Nov 2008 - Present

Serve as a point of contact and link between employees, internal departments, and external parties, including vendors, lenders, and customers. Also handling clerical and administrative duties, analyze and improve office processes and policies, and ensure that the office operates smoothly.

- Assessed workflow to identify ineffective processes and implemented solutions to increase productivity and performance of staff.
- Handled office operations and inventory and ordered supplies for equipment maintenance as needed.
- Provided outstanding customer service by answering questions about products and billing and solved customer issues.

**Area Sales Executive, Trinity Auto Equipments PVT.LTD, Mumbai Borivali**

Jun 2005 - Oct 2007

Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Sells products by establishing contact and developing relationships with prospects; recommending solutions. Also field sales with customers all over maharashtra area.

- Routinely met and exceeded department expectations for work productivity and levels of accuracy.
- Accurately quoted pricing and terms which promoted long-term relationships and effectively achieved customers' goals.

**Area Sales Executive, VBS Mchines Tools PVT.LTD, Mumbai Goregoan**

Nov 2007 - Oct 2008

Organising sales visits, demonstrating and presenting products establishing new business, maintaining accurate records. Attending trade exhibitions, conferences and meetings, reviewing sales performance, negotiating contracts and packages, aiming to achieve monthly or annual targets.

- Produced contracts that included all pricing and service terms.
- Increased client base by collaborating with customers to identify needs and deliver solutions to issues that were within clients' budgets and schedules.

## EDUCATION

**Commerce, Vani Vidalaya College(Mulund), Mumbai**

2005

## SKILLS

Motivational leadership style	Supervision
Business operations	Excellent communication
Process improvement	Team building
Credit and Collections	Business Development
Customer Service	Positive learning process
Quick learner	

## DRIVING LICENSE

Driving license category  
MCWG,LMV,LMV-TR,LMVPVT,MCWGT

## HOBBIES

Driving,Sports,Reading,Foodie,Travelling.