



SUHAIL JAMAL

SALES EXECUTIVE

Contact Me

📞 71208809

✉️ suhailjamal040@gmail.com

Other Info

Skills

TALLY ERP 9, MS OFFICE

Languages

English, Malayalam,
Hindi

Others

Marital Status -
MARRIED

DOB - 24-09-1996



Experience

JAN 2024 - **Amalgamate Technology (IT COMPANY) | SALES EXECUTIVE**

- I conducted a software demonstration for the clients and successfully concluded the case
- I kept database of the customer and also I have a software which we can use to collect customer data
- Providing excellent customer service to clients and responding to their inquiries in a timely and professional manner.
- Managing the sales database and ensuring that all data is accurate and up-to-date.
- Creating and maintaining sales reports and dashboards to track performance and identify areas for improvement.
- Collaborating with other departments to ensure that all sales-related activities are aligned with company goals and objectives.
- Preparing quotes for potential customers and processing order requests.
- Offering after-sales support to customers.
- Provide data and guides to help the

sales team develop their skills and enhance performance.

APRIL
2023 - DEC
2023

INRIDE CAR RENTAL (QATAR) | Sales Coordinator

- Daily task management, data updates are updated on Microsoft excel.
- Greet customers and answer their inquiries
- rental terms and conditions to customers
- Suggest optional services or upgrades
- Process rental documents and payments
- Keep track of rental agreements and invoices
- Perform regular maintenance checks
- Handled cash and credit card transactions, and provided customers with accurate receipts



Education

2015 -
2018

**Vidya Bharathi Group Of Institution
| Bachelor Of Commerce**

2015 -
2017

**Vidya Bharathi Group Of Institution
| Logistics Supply Chain
Management**

- 2015

**GHSS SOUTH EZHIPURAM |
Higher Secondary**

- 2012

**Christava Mahilalayam Higher
Secondary School | High School**