



SUMITHRA T. M

PROFICIENT ICT TEACHER & SALES CUM PURCHASE COORDINATOR

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Dubai, U.A.E 📍

Charismatic and dependable **ICT Teacher** and **Sales Cum Purchase Coordinator** having **13+ years** of extensive experience in **sales, purchase and teaching field**. Experience in delivering educational assistance and instruction to various levels of learners. Committed to providing student with necessary tools to achieve academic goals instilling love of learning and cooperative teamwork. Adept in application of excellent communication and problem solving skills. Experience driving profitability through strategic growth, leading teams, and quality control. Fiercely competitive in my approach to acquire business, and able to handle complex situations from a strategic perspective.

SKILLS

Learning style assessment		Market Analysis	
Interactive teaching/learning		Tracking sales	
Classroom Management		Sales Prospecting	
Curriculum Development		Relationship Building	
Student-Centered Learning		Delivery Process	
Test Proctoring		Purchasing Orders	
Time management		Supplier Management	

PROFILE SNAPSHOT

Motivated enthusiastic educator fosters a cohesive student learning atmosphere. Proven results in delivering excellent curriculum management and achievement to students of varying backgrounds. While motivating educational success. Collaborative leadership qualities which support goal oriented environments and opportunity.

Demonstrate solid knowledge and understanding of the content matter. Establish, communicate and demand high expectations for student learning and quality of work. Use a multitude of instructional strategies and activities that are academically rigorous and highly engaging.

Credited for creating booklets and worksheets for my students. Liaising with school administrators on matters of concern. Contributing to extra-curricular activities in the department and assisting in the running of the different Club. Execute detailed lesson plans mapped to a year-long academic plan to address learning needs. Take full responsibility for student failure and constantly working to respond to the students' learning needs.

Well versed in various Administration activities such as office administration, logistics & document management, meeting and conferences etc. Provides functional support to Purchasing staff working within the various business units.

Create and maintain mutually beneficial long-term partnerships with Suppliers, fostering feedback and continuous improvement. Negotiate and reduced prices with vendors, resulting in savings. Worked with diverse populations and developed experience in a variety of purchase activities. Plan, develop and purchase materials and equipment in a timely and cost effective way.

Seeking to obtain a career opportunity in the customer service company where superb leadership skills and teamwork will create a productive and rewarding environment for both the clients and employees. A highly skilled, talented and professional with diverse experience in conducting technical training for customers, field personnel, and internal staff.

TECHNICAL SKILLS

Programming Languages	CoreJava,C,C++	Operating Systems	Windows 98/2000/XP, Windows 7,Windows8
Database	SQL,MySQL,MS-Access	Web Technologies	HTML,XML,ASP.Net,C#

WORK EXPERIENCE

Sales Cum Purchase Coordinator GAJ SOLAR ENERGY SYSTEMS TRADING LLC

01/2020 - 03/2021

Dubai, UAE

Key Deliverables: Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition. Managing all the sales related activity.

Achievements/Tasks

- Responding to sales queries via phone and e-mail. Writing up accurate correct sales correspondence and tracking sales orders to ensure they are sent out and effectively communicating with new customers.
- Responsible for performing purchasing operations in coordination with other company departments. Establishing supplier evaluation and approval system, monitoring supplier performance, and maintaining relations with existing suppliers as well as negotiating purchases with suppliers.
- Performing secretarial tasks such as correspondence, filing and the like. Managing company e-mail while the President/Director is away.
- Following up meeting/ reminders for the President/Director. Coordinating activities of administrative personnel. Answering all telephone calls and transferring to people concerned within the company.
- Making professional decisions in a fast-paced environment. Maintaining records of purchases, pricing, and other important data. Maintaining and updating a list of suppliers and their qualifications, delivery times, and potential future development.
- Monitoring supplier performance rating / improvement/ development and capacity. Analyzing and planing material requirements to support forecast and production loading. Interacting with the suppliers on a day to day basis and expedite deliveries to support upside/downside in demand.
- Resolving quality issues with suppliers and internal staff to ensure no disruption to support line. Performing allocation analysis and provide recommendation to management teams.
- Evaluating sales processes and perform collaboratively with account managers. Ensuring to secure resources as requested by Sales Team and Account Manager to assist sales process.
- Coordinating with team members to assure on time completion of proposals. Supporting sales, marketing as well as customer service. Managing customer relationship and products upselling.

Computer Teacher Cum School Technology Consultant ASHWINI PRIMARY AND HIGH SCHOOL

05/2017 - 11/2018

Karnataka, India

Achievements/Tasks

- Planed lessons and activities that facilitate students acquisition of basic and advanced computer skills. Analyzed all prescribed texts and resources to develop quality lesson plans and curriculum.
- Ability to foster a lively, enthusiastic and positive classroom learning environment. Used digital technology to improve learning and keep accurate student records.
- Maintained a classroom environment conducive to learning while teaching assigned subject or class according to adopted curricula and standards.
- Established a daily lesson plan following curriculum guidelines and adopted standards, prepared necessary materials, implements plan. Maintained student discipline and fosters positive relationships with students, parents, and colleagues.
- Utilized motivational tools and information technology to stimulate students. Maintained communication concerning individual progress with parents and school administration.
- Referred students for specialized help as required. Contributed to curriculum development and revision. Corrected assignments and evaluates student progress in timely fashion.
- Instruction in the classroom will be commensurate with the school's stated philosophy, objectives and purposes. Cognizant of all rules and regulations in school handbooks. Must participate in professional development activities as necessary to maintain licensure.

Assistant Professor SRI VIJAY VIDYALAYA COLLEGE OF EDUCATION

01/2015 - 05/2017

Tamil Nadu, India

Achievements/Tasks

- Assisted with various departmental duties and providing academic support to Professors and other staff. Involved in recruiting, training, and mentoring new TAs and other junior staff.
- Conducted research and publishing papers in academic journals. Represented the university at conferences and delivering presentations when necessary.
- Taught and supervised undergraduate and graduate students. Provided demonstrations and supervising experiments and investigations.
- Answered questions in class or via email or telephone. Provided Professors and Department Heads with feedback on student progress. Wrote proposals to secure funding for research. Attended faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

WORK EXPERIENCE

○ Sales Development Manager HDFC LIFE INSURANCE COMPANY LIMITED

09/2012 - 01/2014

Tamil Nadu, India

Achievements/Tasks

- Contacted potential clients to establish rapport and arrange meetings. Involved in planning and overseeing new marketing initiatives. Researched organizations and individuals to find new opportunities.
- Increased the value of current customers while attracting new ones. Find and developed new markets and improving sales. Attended conferences, meetings, and industry events.
- Developed quotes and proposals for clients. Developed goals for the development team and business growth and ensuring they are met. Training personnel and helping team members develop their skills.
- Trained and motivated advisors to provide a better understanding. Monitored and reviewed agents performance consistently to achieve maximum business.
- Met customer on a regular basis for achieving standards. Provided basic technical support for clients on a wide range of company products, resolving issues at a 90% rate.

ORGANIZATIONS

CONSIM INFO PRIVATE LIMITED, TAMIL NADU, INDIA
(11/2011 - 08/2012)

Relationship Executive

PACHAMUTHU COLLEGE OF ARTS & SCIENCE FOR
WOMEN, TAMIL NADU, INDIA (07/2010 - 04/2011)

Lecturer

THE KAVERY ENGINEERING COLLEGE, TAMIL NADU,
INDIA (07/2008 - 04/2010)

Lecturer

LANGUAGES

English

Full Professional Proficiency

Tamil

Full Professional Proficiency

Kannad

Full Professional Proficiency