



SUJITHA KV
Sales Coordinator
Educational Coordinator

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📍 Dubai, United Arab Emirates

S U M M A R Y

Results-driven Sales Coordinator with seven years of experience driving sales growth, managing sales operations, and providing exceptional customer experiences. Proven track record of successfully coordinating sales activities, analyzing sales data, and identifying opportunities to increase revenue. Skilled in data analysis, and sales reporting, with excellent communication, organizational, and problem-solving skills.

E X P E R I E N C E

Assistant Teacher 01/2023 - 10/2024

Scholars International Academy, Sharjah

Dedicated and enthusiastic Assistant Teacher with nearly 2 years of experience supporting lead teachers in a British curriculum school. Proven track record of assisting in planning, delivering, and assessing instructional activities, while providing individualized support to students and helping maintain a well-organized and disciplined classroom environment. Skilled in promoting a positive and productive learning environment, with a strong passion for fostering student growth and academic excellence.

Sales Coordinator 05/2019 - 05/2022

DRS Knowledge City

As a Sales Coordinator in a reputable paramedical institution, I effectively managed sales operations, driving enrollment growth and revenue expansion. I collaborated with the sales team to develop and implement strategic plans, targeting key demographics and promoting paramedical programs to prospective students. By maintaining strong relationships with customers, addressing inquiries, and providing program information, I ensured exceptional customer experiences and contributed to the institution's business objectives.

Sales Coordinator 02/2014 - 05/2019

PG Academy Future of Education

With five years of experience in Tele Sales within an educational group, I successfully promoted educational programs to prospective students, leveraging my exceptional communication and persuasion skills to drive sales growth. I consistently met and exceeded monthly sales targets, expanded our customer base, and built strong relationships with existing clients. Through my expertise in handling objections, closing deals, and providing excellent customer service, I played a pivotal role in achieving business objectives and contributing to the group's success.

E D U C A T I O N

M.A. 07/2010 - 07/2012
Comparative Literature University of Calicut

B.A. 06/2005 - 04/2008
English Language and Literature University of Calicut

SKILLS

Sales Process	Adaptation
Sales Support	Time Management
Sales Reporting	Attention to Detail
	Problem Solving
MS Excell	MS Word

LANGUAGES

English	Fluent	Tamil	Fluent
Hindi	Basic	Malayalam	Native

Visa Status: Visit Visa
References: Available on request