**Gulfjobseeker.com CV No:** **702186**

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**Objective** A dynamic individual, determine to **Set a Long Term Goal** **and Excel** in the field of **Sales and Marketing, Client Servicing, Business Development and Admin**.

**11 years of Experience in U.A.E**

Excellent communication and interpersonal skills.

Good Analytical and Presentation skills with excellent Negotiations Skills.

Computer Literate

Valid UAE Driving License – knowledge with Dubai and Abu Dhabi Road / Area

**Work Business Development Executive, Retail**

**Experience Al Ameen Toys Trading Company (aug 2009 till date)**

Dubai, U.A.E.

**Key Responsibility Includes**:

* Market Research and Formulation of strategy.
* Distribution, analysis and development.
* Marketing, Advertising and promoting the products.
* Planning, Launching and implementation of the new products.
* Budgeting, monitoring, reporting, communication and liaison.
* Develop strategic plans for prospect customer and customer based retention.
* Oversee and analyze current customer market share and trend and expand partnership.
* Develop strategy to address growth opportunity within the customer base.
* Managing customer/new business contract pricing and negotiations.
* Maintain and develop a computerised customer and prospect database.
* Respond to and follow up sales enquiries by post, telephone, and personal visits.
* Maintain and report on equipment and software suitability for direct marketing and sales reporting purposes.
* Attend training and to develop relevant knowledge and skills.

**Property Consultant cum Acting PRO**

**Green Island Real Estate Broker (may 2008 to oct 2009)**

Dubai, U.A.E.

**Key Responsibility Includes**:

* Searching the properties to buy and sell.
* Setting up long term and short term sales strategies.
* Work towards the budget.
* Liaise and maintain positive relations with clients.
* Attend exhibitions and real estate sales event.
  + - Reporting to the Manager and CEO about the follow up cases (e.g. Employee Visa’s, Company License and other Legal Documents.
* Handle and Follow Up the Following :
* Renewing & Applying for Employee Visa
* Renewing & Applying for Company License.

**Sales Executive**

**National Trading Development and Establishment (aug 2005 to may 2008)**

Dubai –U.A.E

With effective distribution network covering the Middle East market, this company has established business relationship and access to the most retail outlets.

**PRODUCTS :** Tobacco and related accessories.

**Key Responsibility Includes**:

* To carry out market survey to identify potential clients in Dubai and Sharjah.
* To introduce the product range to the retail outlets through direct contact and
* presentations / proposals.

To follow up already established clients and provide sales support.

* Prepare estimates, Evaluate costs and Quote.
* Maintain Database of all given quotes, through out quoting alternatives, changes.
* To follow up to ensure quotes turn into orders, negotiate and close deals.
* To ensure timely execution of order in co-ordination with the principal etc.
* To Assist & Co-ordinate Strategy in consultation with Sales Manager.
* Evaluation of new & competitors Products and Reporting practicalities.
* Contributing to the sales plan thorough evaluation and efficient guidance.

**Sections Incharge**

**Lulu Hyper Market (sep 2002 to april 2005)**

DUBAI, U.A.E.

**PRODUCTS :** Sports Garments & Accessories, Infant Accessories, Household, Soft Toys and Footwear Divisions.

**Key Responsibility includes**:

* To ensure proper inventory is maintained in warehouse.
* To ensure document control, division maintenance and staff handling.
* To implement sales plan during special occasions and promotional offers.
* To motivate showroom sales staff to ensure total customer satisfaction.
* To maintain database of staff working hours and payment of salaries.

**Citi Fon officer**

**E-serve International (sep 1999 to aug 2002)**

Bangalore, India

**Key Responsibility includes**:

* Responsible for efficient handling of customer inquiries, pick-up request and complaints, endorsing complex cases to back-line staff.
* Receive all incoming communication and ensure that calls are answered promptly and efficiently.
* Responsible for interfacing customer, answering questions, inquiries and resolving other matters involving customer service.
* Assists Frontline Team Leader in organizing availability of updated documented procedures necessary to handle inquires and request.
* Attends personal and telephone inquiries and assist customer to the concern persons and departments with regards to products and company services.
* Follow up matter with regards to customer complaints airway bills, filing, assisting Sales Managers on their request and perform other duties that assigned like work in reception area, handling walk-in clients and other front office tasks

**Sales in charge**

**ELEGANCE SHOWROOM**

Bangalore, India

**Marketing Executive**

**SRI LAKSHMI SHAH ENTP**

Bangalore, India

**EDUCATION Bachelor of Arts**

**Bangalore University,** Bangalore, India

**Computer Literate**

* MS Package ( Word, Excel and PowerPoint)
* Installation (Hardware & Software)
* Trouble Shooting (Hardware & Software)
* Networking LAN (Basic)
* Graphic Editing using Photoshop (Basic)
* Converting file or documents
* Desktop / Laptop Formatting
* Typing
* Browsing / Surfing

**ACHIEVEMENTS**

* NTDE Award, Dubai, U.A.E.
* LULU Hyper Market Quasis, Dubai U.A.E.
* Played for Third Division Cricket Team of Karnataka in State Level.
* Worked as a Coach for Karnataka State Baseball Juniors Team And
* Won National Championship of 2000 (AS COACH) for Karnataka Baseball Junior Team

**PERSONAL DETAILS**

Date of Birth : May 20th 1980

Place of Birth : Bangalore, Karnataka

Nationality: Indian

Language Fluency : English, Urdu, Hindi, Kannada and Tagalog

Religion : Muslim