**ASIF**

Personal E-mail ID: *asif149434@2freemail.com*

**CAREER OBJECTIVE**:

To obtain a challenging position in an organization, where i can apply and enhance my experience, education and skills with an opportunity for growth and advancement.

**CURRENT JOB PROFILE :**

Worked as **Sales Executive** in K-Can Trading L.L.C, Dubai, UAE since **October 2010 to till May 2017**. K-Can is committed to serve the Gulf Cooperative Council and African countries as engineering consultant specialized in supply, procurement and inventory management. K-Can serves the GCC market with the best professional engineering services to manage, professional expertise in supply of Oil Drilling Chemicals, Electrical Equipment’s, Tools and OCTG. I am 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.

**KEY RESPONSIBILITIES:**

* Managing all the sales related activities of the company on day to day basis.
* Handling a high volume of customer enquiries whilst providing a high quality of service to Customers.
* Visiting potential customers for meetings and discussions for their project related queries
* Coordinating with Clients for their requirements and offering our services based on their requirements
* Coordinating with Finance department and clients for better delivery and documentation.
* Managing SEWA & DEWA related documentation and tender submissions
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers in a professional and friendly manner.
* Responding to sales queries via phone, e-mail and in writing.
* Sourcing on customer’s requirement through online or direct from the market.
* Laisoning & negotiating with principles
* Ordering and ensuring the delivery of goods to customers.
* Supporting the sales coordinators for both internal & external correspondences.
* Carrying out administrative tasks such as data input, processing information, generating different types of reports and filing documents.
* Speaking with customers using clear and professional language.
* Resolving any sales related issues with customers.
* Making follow-up calls to the customers for sales order confirmation and meeting the delivery dates.
* Accurately analyzing and assessing statistical data.
* Follow-ups payments & customer services.

**PREVIOUS PROFILE**

* 1. **ZEN PROJECTS & CONSTRUCTION PVT. LTD., MYSORE** -Worked as a CAD Engineer / System Administrator**.** Handling the Electrical, Mechanical & Civil Drawing Projects of Karnataka Power Transmission Corporation Limited, (KPTCL) of terminal bay, transmission line and sub-station by using the software AutoCAD 2000, 2002 & 2004, since 8th April 2002 to 17 February 2006.
	2. **M/s BABA MECHANICAL INDUSTRIES**, ISO 9001; 2000 Certified, Mysore. Worked as a quality controller and internal auditor. Handling all the quality related issues and rising, solving CAPA (Corrective & Preventive Action) to the customers and in-house inspection and maintaining all the documentations as per ISO 9001; 2000 and reduction in rejection from 75% to 90%. And proper feedback to the customers. Visiting the customer end to analysis and to solve the issues, since March 2006 to August 2010.

**COMPUTER PROFESSIONCY:**

**CAD TOOLS:** Auto CAD-R14, R2000, R2002, R2004 & R2006 for layout design, development drawings, maintenance drawings, detailed drawings, assembly and manufacturing drawings 2D & 3D**.**

**SYSTEM ADMINISTRATION:**

Installation of Software’s such as MS-Office, Adobe PageMaker, Adobe Photoshop, Adobe Deluxe, Corel draw, Auto CAD R-14/2000/2002/2004/2006, Mechanical Desktop and ProE-2000I, Virus Checking, Internet Browsing.

**TRAINING UNDERGONE:**

* Worked as an Apprentice Trainee in **BHARAT EARTH MOVERS LIMITED (BEML) Mysore,** in Research and Development Dept. (R&D) from Oct 1999 to 2001.
* Attended “**Internal Auditors Training Programmed in ISO 9001: 2000”** on 14th November 2008 at Continuing Education Centre, SJCE-Science and Technology Entrepreneurs Park, Manasagangothri, Mysore.

**SPECIAL TRAINING:**

* 1. **BHARAT EARTH MOVERS LIMITED (BEML), MYSORE -** Worked as an Extended Trainee for three months from **Oct 2000 to Jan 2001. (**Software used Auto CAD R-14**.)**
	2. **PPW (PRECESSION PANEL WORKS) A NEST COMPANY, NANJANGUD -** Worked as a Trainee in the field of Sheet Metal Design & Development/Research and Development**.** Software used Auto CAD 2000, from Jan 26th 2001 to Dec 30th 2001.

**PROFESSIONAL QUALIFICATION:**

**Draughtsman Mechanical, I.T.I, AutoCAD Operator.**

**EDUCATIONAL QUALIFICATION :**

**I.T.I**

: Year of Completion : 1998

: Institute : Govt. Industrial Training Institute

: Percentage : 60.28%

**PERSONAL PROFILE:**

Date of Birth : 1979.

Gender : Male

Marital Status : Married

Nationality : Indian

Languages known : English, Kannada, Hindi & Urdu (Read Arabic)

Valid Driving License from UAE

Place of Issue : Dubai

Expiry Date : 21.08.2021

Visa Status : Visit Visa valid for three Months from (24th July 2017)