**RESUME**



**MOHAMMED**

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# **Career Objective**

To be professionally associated with an esteemed organization with an objective to accept the challenges and utilize my education and experience more meaningfully in the sphere of computer sciences and hard towards achieving the goals of organization and life.

# **Professional Experience**

1. **Al Humaidi Group, Dubai, United Arab Emirates.**

**Administration cum Sales Coordinator.**

**Duration: June 2014 – June 2016**

* Working knowledge of Jabel Ali Freezone Authority (JAFZA) PRO work.
* Organize periodic new and renewal of Commercial Licenses.
* Submission of correction documentation to obtain licenses and efficient collection of Licenses to take place when completed.
* Submission of correct documentation to the Ministry Of Labor for visa applications.
* Take, submit & collect all necessary documentation in order to organize all employee official paperwork.
* Arrange medical tests, passports, memos, promotion draws and fine resolution for further process.
* Represent the company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections disconnections repairs), mail and electricity.
* Accompany the employee as they exit the country.
* Working knowledge of RTA work, such as Vehicle Registration, Renewal and Transfer from Tasjeel.
* Documentations filing as per Index list in a proper manner.
* Develop and maintain a customer database & long-term strong relationship.
* Plan and conduct direct marketing activities.
* Attending client’s premises.
* Assist with special projects as required.
* Reception and administrative support.
* Preparing quotations, LPO, delivery notes, Invoices, JAFZA gate pass & official letters.
* Day to day Salik updating, Traffic Fines Updating.
* Preparation of almost 300+ employees’ Wages Pay Scale (WPS) Payroll sheet & online submission via UAE Exchange.
* Monthly follow-up and collection of Receivables from the customers and updating in the systems.
* Maintaining Petty Cash
* Booking keeping

1. **HORIZON TECHNICAL SOLUTIONS (I) PVT LTD (HTSIPL) @ Jubilee Hills as a**

**Business Development Officer**

**Duration: May 2012 – June 2014**

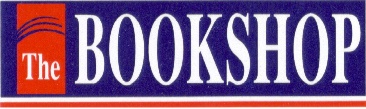
**Product:**

* Cloud Based Application from KASAYA USA

ORIS Automation remotely Access Application (IT Infrastructure Management)

**Work Profile:** IT sales, Product Demonstrations & Business Development

* + - * Generate and Qualify Leads
      * Source and develop client referrals
      * Prepare sales action plans and strategies
      * Schedule sales activity
      * Develop and maintain a customer database
      * Develop and maintain sales and promotional materials
      * Plan and conduct direct marketing activities
      * Make sales calls to new and existing clients
      * Develop and make presentations of company products and services to current and potential clients
      * Negotiate with clients
      * Develop sales proposals
      * Present sales contracts
      * Maintain sales activity records and prepare sales reports
      * Respond to sales inquiries and concerns by phone, electronically or in person
      * Ensure customer service satisfaction and good client relationship
      * Follow up on sales activity
      * Perform quality checks on product and service delivery
      * Monitor & report on sales activities & follow-up for management
      * Conduct market research & surveys
      * Participate in sales events.
      * Monitor competitors, market conditions and product development.
      * Official Website http://www.htsipl.com ,
      * Social Media Link: https://www.facebook.com/HTSIPL/info?tab=page\_info
      * Official e-mail abdul.khaleq@htsipl.com

1. **THE BOOKSHOP TRADING CO LLC.AL AIN (United Arab Emirates)**

**Sales Representative**

**Duration: Feb 2008 – Feb 2011**

**DEPARTMENT: Computers and Product Deals with:**

* **LAPTOPS:**

HP, TOSHIBA, DELL, MAC, SONY VAIO

* **DESKTOPS COMPUTERS**

HP, TOSHIBA, DELL, IBM, MAC - ASSEMBLING AND DE SEMBLING COMPUTERS

* **INJET PRINTERS:**

HP, CANON, EPSON, BROTHER.

* **LASER TONER PRINTERS:**

HP, CANON, EPSON, SHARP, SAMSUNG, BROTHER

* **WIFI ROUTERS:**

D-LINK, NET GEAR, BUFFALO TECH, TP-Link

* **ACCESSORIES**

MOUSE, KEY BOARDS, EXTERNAL SPEAKERS, FLASH DRIVES, EXTERNAL HDD etc.

LOGITECH, MICROSOFT, HP, RAZER GAMING MOUSE, APPLE MAGIC MOUSE, DELL

**Work Profile:** **IT Hardware Sales.**

* Achieve assigned monthly sales target plan
* Generate new business through establishing calling outside prospective entities
* Generate new client prospects on a daily basis
* All local sales
* Annual Sales Target Plan
* Seek sales opportunities, follow up on sales calls and manage and attend to both new and existing clients
* Establish a minimum of 5 new sales leads daily and organize appointments daily with high prospect clients
* Sales procedure - Up selling merchandise, client payment
* Daily sales reporting

# **Academic Qualification**

1. M.B.A Marketing & Finance from Osmania University.

Certificates Attested by Ministry of Foreign Affairs (United Arab Emirates)

# **Key Skills**

* + - 1. Analytical and calculation skills, Communication Skills, Computer Skills, Teamwork skills, Area of

Accounting Skills, Customer Relationship Management, PR relations, Marketing Skills, Excellent Negotiations Skills, and Long-term Relations.

# **Computer Software Skills**

Tally ERP 9.0, MS-Office 2007 and 2010 Basic Knowledge in SAP ECC-6.

# **Operating Systems**

Windows XP, Windows 7 and Windows 8

# **Personal Information**

DOB : 11-07-1982

Marital status : Married

Languages : English, Hindi, Urdu, Telugu & Arabic Understandable

# **Visa Details**

Visa Status : Visit Visa (Transferable)

Visa Expire : 14-June-2017

Notice Period : Immediate Joining