

**Ansari**

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# Career Objective

I am a Post graduate in Masters of Business Administration “MBA” with one year of work experience in Sales & Marketing and as well as in Purchase & Admin. I am a hard working, highly motivated and competent individual who is capable to manage responsibilities, work under pressure to meet tight deadlines, significantly contribute in achieving company goals.

# Academic Qualification

Pursuing Master of Business Administration – **MBA** (KAKATIYA UNIVERSITY)

Bachelor of Business Management – BBM (KAKATIYA UNIVERSITY)

# Career History

**PANCONTINENTAL LOGISTICS.UAE** (Freight forwarding service.)

Designation: Business Development Executive

Responsibilities:

* Day to day management of the sales team ensuring they are on track for achieving KPI’s.
* Setting sales and marketing KPI’s to manage activity within the team.
* Working with sales executives on approaches to building business.
* Training the sales team on sales techniques and giving advice.
* Ensuring the sales team update the CRM effectively with all appropriate data.
* Performance managing underperforming members of the sales team.
* Overseeing all marketing activity and ensuring it fits with the marketing strategy.
* Sending marketing emails to customers via the CRM.
* Managing the company’s social media accounts and posting relevant content.
* Arranging for the company to attend relevant industry events and conferences.
* Reporting on activities towards targets to the company directors.
* Researching potential target industries and customers.
* Attending meetings with customers alongside sales consultants.
* Putting together a content marketing strategy for the company.
* Making sure the company is Search Engine Optimized to maximize inbound sales opportunities.

**AHMED KHAN (FMCG) – INDIA**

Designation: Purchase Assistant July 2014 to July2015

**Responsibilities:**

* Coordinating activities in buying, selling, and distributing materials.
* Prepare and process requisitions and purchase orders to suppliers & customers.
* Communicating with customers for their requirements, sending quotations and proforma invoices.
* Receiving purchase orders. Sending Order confirmation and processing the orders. Updating delivery schedules.
* Maintain records of goods ordered, received, and distributed to customers, and updating the system accordingly.
* Preparing payment to the vendors and follow up for payment from the customers.
* Maintaining departmental records and database of the company
* Prepare written documentations and correspondences for official external communication
* Coordinating and providing necessary support to conduct special events, seminars and inviting targeted customers to attend the same.
* Coordinate and oversees the day‐to‐day management of supplies, equipment and facilities for the organization as appropriate, to include maintenance and inventory management.
* Performs miscellaneous job‐related duties as assigned.

**IRFAN (IDEA DISTUBUTERS) - INDIA (Telecom Co.)**

Designation: Business Development Executive

August-2012 to June-2014

Responsibilities:

* Develop effective working relationships with customers through regular meetings, identify and obtain further sales & business development opportunities.
* Provide regular feedback to senior management about marketplace and competitor activity
* Work with Group marketing to develop marketing campaigns to support Sales Strategy.
* Generate new business and raise awareness of other company products.
* Apply Company’s wide project management standards in preparing bids and contracts, responding to customer needs and managing the sales process.
* Contacting potential clients via email or phone to establish rapport and set up meetings
* Planning and overseeing new marketing initiatives, Attending conferences, meetings, and industry events.

Attending and organizing company’s related exhibitions, sales and promotional event

**Technical skills**

* Excellent knowledge of Computers, MS Office (Outlook, Word, Excel, PowerPoint).

**personal information:**

**Date of Birth : 01-06-1989**

**Language Known : English, Urdu, Hindi & Telugu**

**Marital status : Single**

**Citizenship : Indian**

**Passport : Available**

Character reference shall be provided upon request.