

**Anas**

**Anas.331999@2freemail.com**

**To,**

**The Human Resource Manager,**

***Sir/Madam***

**Sub: Application for the post in Sales & Marketing.**

**With regard to the above subject please find attached my curriculum vitae for your kind perusal.**

**I have gained 2 years of experience in the above mentioned field. I am confident of carrying out my responsibilities in this field very positively. I have good communication and sales skills and can work well under pressure. I have set priorities with result oriented work habits and always given importance to meet the targets required and can contribute to the growth of the company by being a good team player.**

**I thrive on challenges and can quickly adapt to the new environments and responsibilities.**

**Looking forward for your favorable reply.**

Last account activity: 10 minutes ago

Details

**Objective :**

***To pursue a career with a progressive employment that allows me to utilize and expand my skills in a creative and productive manner, offering opportunities for a progressive growth.***

**EDUCATION & PROFESSIONAL CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **UNIVERSITY** | **YEAR OF PASSING** | **CLASS OBTAINED** |
| **B.Com.** | University of Mumbai | April 2013 | First Class |
| **H.S.C.** | University of Mumbai | April 2010 | First Class |
| **S.S.C.** | University of Mumbai | April 2008 | First Class |

**PERSONAL STRENGTHS:**

* **Back ground in Sales and marketing.**
* **Skilled in all aspects of the Sales & Closing deals.**
* **Getting new customers to the company.**
* **Convince & Convert the Enquiry into Sale**
* **Result oriented and focused approach towards the assigned task.**
* **Well-developed Communication, Negotiation skills, Personnel and administrative abilities.**
* **Highly motivated, energetic and positive team player.**
* **Ability to absorb and retain new information & procedures**
* **Always ethical in all business activities.**
* **Superb analytical and problem solving skills.**
* **Willingness to travel to meet clients.**
* **Possessing the initiative, drive, and ambition needed to succeed.**

**Areas Of Expertise**

* **Business development**
* **Customer Relationships**
* **Revenue generation**
* **Sales forecasts**
* **Customer acquisition**

**PROFESSIONAL EXPERIENCE:**

**Nestle Waters LLC - Dubai ( UAE)**

**Business Development Executive February 2015 - Present**

**Duties:**

* **Market Activities: I prepare and implement daily market visit & route riding plans. Additionally, I also develop and strengthen relationship with existing and potential dealers/retailers.**
* **I am to ensure proper merchandising of product in our assigned area. I also co-ordinate promotion execution. I also handle customer complaints as per defined limits.**
* **Company Assets Management I estimate outlets potential for placement of company assets. I am responsible for proper tracking and recovery of the assets from trade. I am to ensure proper maintenance, placement, display and usage of products in the market.**
* **Volume & Availability: I am responsible for achieving sales targets for the assigned territory for all brands & also ensured product availability through developing and maintaining new outlets and customers in various designated areas.**
* **Daily follow up to various issues and preparation of month end reports. Emphasis on building and maintaining strong client relationship for the better benefit for the organization.**

**Achievement:**

* **Achieve monthly sales target to increase the worth of the company.**
* **Established and maintained longstanding loyal business relationships with customer.**

**AG Group of Companies- Mumbai ( India)**

**Business Development Manager in Real Estate Division September 2013- 2014**

**Duties in Real Estate division:**

* **Meeting and greeting clients visiting the offices.**
* **Telephone sales - taking part in ring out sessions.**
* **Generating appointments for viewings, mortgage advisors, valuations.**
* **Negotiating with potential sellers and also buyers.**
* **General office administration duties: photocopying, filing etc.**
* **Referring & introducing potential clients to the agencies Mortgage Consultant.**
* **Following up business leads.**
* **Preparing professional looking sales brochures and promotional information.**
* **Liaising by phone, email and letter with solicitors, building societies & surveyors.**
* **Marketing by phone & letters properties to potential buyers or tenants.**
* **Projecting a professional image of the agency to the public.**
* **Visiting vacant and inhabited properties and inspecting them.**
* **Comparing a property to others in the area then estimating its value.**
* **Compiling Home Information Packs.**
* **Pointing out a properties best features to buyers and answering their questions.**
* **Advising clients on which properties to buy or let.**
* **Writing up tenancy agreement contracts.**
* **Commercial awareness and a good feel for the property market.**

**KEY SKILLS AND COMPETENCIES**

* **Setting and reviewing performance standards.**
* **Comprehensive knowledge of property values, law and financing.**
* **Ability to inspire trust and confidence in buyers.**

**COMPUTER SKILS:**

**Working in a fully computerized environment having Proficiency in MS-Office, Windows.**

**Operating system. And Tally 09**

**PERSONAL INFORMATION**

**Date of Birth 29th September, 1991**

**Gender Male**

**Marital Status Unmarried**

**Language Known English, Hindi, and Urdu**

**Hobbies Playing Football**

**Driving License Valid ( UAE )**

**Passport Details**

**Date of Issue : 27/01/2014**

**Date of Expiry : 26/01/2024**

**Place of Issue : Mumbai, India**

**Visa Status :**

**DECLARATION:**

**I hereby declare that above mentioned details are true to the very best of my knowledge.**