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| **Mr. Hakeem**To interview Hakeem, send your company name, vacancy details with CV Reference No 2004354 to cvcontacts@gulfjobseekers.com |

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|  |  | HAKEEM  |  |  |
| ***Assistant Export Manager- MENA Region*** |
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Career Objective

*To continue my career with an organization that will utilize my Management, Supervision, Technical & Professional skills to benefit mutual growth and success.*

Career Profile

Assistant Manager, with more than five years strong sales and marketing experience. Supervised and actively ran the technology evaluation stage of sales processes; worked closely with suppliers, sales teams and customers.

Key Skills

* International Sales and Business Development.
* Marketing Strategy development.
* Negotiation
* Good knowledge of import export policies
* Work to develop new business and growth opportunities and manage volumes and margins to generate efficiency in the business.
* Ability to deal with different kinds of people
* Leadership skills
* Good communication and interpersonal skills

Professional Experience

Assistant Manager - Exports

***MAY 2013 – Till now***

**Key Responsibilities:**

* Was responsible for sales and marketing of entire paper and pulp products handled by TNS in the Middle East and African region.
* Propose, plan and execute marketing trips to various parts of Middle east and Africa
* Investigate new sales opportunities and actively solicit business from potential customers
* Handling the whole cycle of order execution for sensitive customers and make sure that they are all well organized and well executed.
* Negotiate and monitor export rates and services to reduce operating costs and increase profitability
* Utilize in-depth industry knowledge to build credibility and become a trusted advisor with customers both domestically and abroad
* Respond promptly to customer complaints and look to find winning solutions
* Provide leadership and guidance to your customer service, planning and logistics teams to ensure that customers receive their appropriate shipments

Logistics & Documentation:-

* Handling all kind of shipping documentation (Export/Import)
* Fully knowledge of (LC /CAD/DA/ Awalaized Draft) documentations.
* Ensuring timely distribution of the material to channel partners of our clients, managing in-bound logistics operations involving coordination with transporter and other external agencies to achieve seamless targets. Effectively managing Supply Chain.
* Resourceful in handling logistics operations like planning, order process, billing, negotiation with the service providers, liaising with internal and external customer, sales & operations planning.

Relationship Management

* Close co-ordination with inter departmental activities.
* Suggesting the modification in product based on Client feedback and product performance.
* Co-coordinating the entire order execution from receipt of order to dispatch

Channel Management

* Developed a dedicated channel network of dealer & distribution to enhance market penetration.
* Initiating dealer development programs & monitoring physical distribution.

**Achievements**:-

* Redesigning the distribution network and appointed new dealers
* Generated Sales from dead areas and ensured the consistency.
* Traveled all GCC countries.
* Successfully Monitoring Production Planning & Control (PPC), so as to avoid generation of excess stock and to maintain the supply chain.
* Planning, Monitoring & Controlling dispatches
* Responsible for Institutional Sales (Govt. Tenders)
* Representing the organization in the tenders
* Executing the tenders (Demand & Supply)

Business Development Executive

***FEB 2012 – FEB 2013***

**Goldens International –London-United Kingdom**

* Planning and Execution of promotional schemes across the country and identifying the market through the internal database, portals, search engines and contacting them pertaining to the products.
* Assisting our team members for promoting sales taking utmost care of all the aspects of customer and business.
* Formulation of business plans and ensuring adherence to the same for target achievements.
* Driving Pre Sales and Post Sales efforts including market research and trend analysis initiatives.
* Planning and Execution of promotional schemes across the country and identifying the market through the internal database, portals, search engines and contacting them pertaining to the products.
* Assisting our team members for promoting sales taking utmost care of all the aspects of customer and business.
* Formulation of business plans and ensuring adherence to the same for target achievements.
* Driving Pre Sales and Post Sales efforts including market research and trend analysis initiatives
* Building a strong business relationship with international clients.

Technical Skills

Utilities:

MS office Suite, Adobe Photoshop.

Operating systems:

windows 8/7/XP,DOS 6.22, Linux.

Educational Qualification

MSc Global Marketing

Masters in Global Marketing from London School of Business Finance –United Kingdom (2010 to 2012) Full time course)

International Marketing strategies (Training Program)

Conducted Marketing training Program in APP China-2013.

BA Economics and Statistics.

Bachelors in World economics and Statistics from Calicut University –India (2006-2009) full time course.

Strengths

* Hardworking, honest and dedicated
* Confident
* Open to new challenges
* Friendly, enthusiastic and a persuasive team builder.
* Recognized for ability & “getting the job done” through persistence & strong work ethic.
* Excellent communication skills and professional demeanor gained through extensive interaction with the public and leadership roles at various levels.
* Unique combination of creativity and analytical skills and detail orientation.

Personal Details

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| DOB :Nationality :Languages Known :Notice period required :Current location :  | 22 May -1988IndianEnglish, Hindi, Tamil, MalayalamOne monthUAE  |

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Hakeem

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