 Dear Sir/Madam

**APPLICATION FOR A MANAGER SALES & MARKETING**

I would like to apply for the Manager Sales & Marketing position in your esteemed organization. In addition I’d like to bring the following to your attention in terms of what I have achieved in the past as sales professional with 19 years’ experience in selling Food & Beverage Products

Though the core of my experience come from successfully selling FMCG. Which I have managed to carry out successfully based on the goods.

Relationship that I maintain & enhance with my client & prospect, I am sure that the skills acquired closing these high value solutions are transferable to similar skills required by your organization

I hope that my skills & experience demonstrate the qualities you are seeking I have attached my Curriculum Vitae herewith along with my contact details. You would find a more detailed description about my experience, achievement & strengths on the following pages.

Should you think I qualify to fit any of the positions in your prestigious Organization I Would be more than gland to contribute my skills and talents, on this opportunity.

A waiting a favorable reply.

Yours sincerely

**PERSONAL DETAILS**

Full Name : Tuan

Gander : Male

Religion : Islam

Marital Status : Married

E-Mail : [Tuan.335277@2freemail.com](mailto:Tuan.335277@2freemail.com)

Language Ability : English, Malayalam, Hindi, Arabic, Tamil,

Nationality : Sri Lankan

Date of Birth : 1969 Jan 31

Visa Type : Transferable

**OBJECTIVE**

To make a successful contribution to my prospective employer. To professional qualify and gain experience whilst developing my own skills for the benefit of my work environment co-workers and my self

**2014 – Till to Date - AL Massa Pure Water Purification L.L.C – Dubai**

Position Held - Manager Sales & Marketing

Premium Brand, UAE water which is Part of Al Massa Pure Water Purification L.L.C would like to introduce ourselves as well established Mineral Water Bottling Company having wide range of products ranging from 200 ML Cups to 1.5Ltr Pet Bottles. UAE Water is high in quality and the products are manufactured and exclusive distribution across the GCC

**Major Responsibilities:**

* Help mentor and nurture Sales Executives and identify/recommend where/when appropriate training needs may be required.
* Help identify and recommend talent for future progression.
* Respond to sales leads in prescribed manner, preparing client proposals, presentations and cost estimates as required and within agreed timelines.
* Develop and manage internal key stakeholder relationships.
* Maintain and develop client relationships.
* Build and develop key accounts.
* Research and develop new business opportunity and sales leads.
* Maintain and develop the client database.
* Negotiate and prepare contracts within approved budgets.
* Contribute to the knowledge, formulation, development and introduction of new ideas and initiatives (both departmental and organizational).
* Control personal workloads to ensure client expectations are met.
* Achieve agreed annual sales targets.
* Adhere to company’s Policies, Procedures and guidelines.
* Carry out duties in-line with company’s quality standards, security and health and safety guidelines.

**2012 – 2013 Dec - Tajmahal Purification of Potable Water L.L.C – Dubai**

Positions Held - Manager Sales & Marketing

Tajmahal Purification of Potable Water L.L.C is a leading Water manufacturer which is part of Preform Factory is distributions of Tajmahal Water & ICE Burg Water in U.A.E

Tajmahal & Ice Burg is high in quality and the product are manufactured in Dubai and we have own distribution & Export across the GCC

**SALES & COMMUNICATION SKILLS**

 Co-ordinates with logistics Manager to ensure on-time deliveries of order

Monitoring & control of Inventory in hand

Understand the need & serving the existing customer requirement

Planning & Account Management

Ability to work with other as a team

A Fluent conversationalist with strong communication skills

Proven Multi-tasking capabilities to plan prioritize & manage complex sales

Capable of managing the entire sales cycle with success in single handedly targeting Soliciting & winning accounts.

Preparing proposal & demonstrating the product to the customer & prospects update & follow up of sales funnel

 Liaising with suppliers to check the progress of existing orders

**2009 -2012 . Gufco Trading Dubai (original Juice) Subsidiary of Gulf Union in KSA**

Position Held . Sales Supervisor

**Type of work**

Reporting to the Sales Manager & National Sales Manager

Responsible Managing for a team of 12 Salesman performance and team’s sales Target

Handling of Key accounts & Retails Sales

Coordinate the collection of total team’s debtors

Achieving the agreed team’s & Individual Target by end of month every year

Preparation & Presenting of sales forecast for the month of the group manager

Coordinate with local principals to work out on discounts & break in to accounts

Day to day monitoring credit limits customer wise according to company policy

**2001 -2009 Umm said Bakery ( Qbake ) Doha Qatar**

Position Held Sr. Sales Supervisor

Is a Leading Manufacturer and selling & Distributor in bakery products Subsidiary of Qatar Flour Mills. (QFM)

**Type Of work**

A. Starting Sales Supervisor since the launch of the products Qbake

B. Responsible Managing for team of 30 salesman performance and overall sales target

C. Reporting to the sales manager, Business Development Manager & General Manager

D. Finding new customer & Prospects

E. Conduct product presentation to the customer.

F. Preparing & present the monthly sales report to the Senior Sales Manager

G. follow up & collection of debtor

H. Achieve the agree Sales target by every month

I. Building & Maintain Sound Relationship with key accounts

J. Update & follow up of Vehicle Maintains Report every day to the work shop Manager

**QUALIFICATIONS**

1986 Zahira College, Colombo

Successfully Passed GEC Ordinary Level in High School (Sri Lanka)