

Syed

Syed.337233@2freemail.com

EXPERIENCE

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| **01st August 2015 to 30th November 2016** | Working as a **Marketing Consultant** in SAHL Business Solutions Private Limited. Hyderabad (INDIA).* Providing IT Consultation for ERP, Websites, Mobile App, And Digital Marketing Development.
* Creating new Business opportunities.
* Representing the company in trade shows , Industry functions
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| **From 01st December 2009 to 31stMarch 2013** | Worked as **Inside Sales & Services Coordinator** in Pan Gulf Valve Services Co. Ltd. Jubail Industrial City, Kingdom of Saudi Arabia .* Helping the sales, marketing, business development Team in developing of client relationship management, coordination, revenue generation and strategy planning.
* Achieved 80% Client retention during my term .
* Handling 100 % Annual Contracts activities for Saudi Office.
* Responsible for Vendor Registrations, Proposals, PO verification, Invoicing, Delivery follow-ups .
* Compiling of Bid/inquiry packages and issue inquiries to the Manufacturers/Suppliers.
* Preparation of Commercial & Technical bid after receiving the quotations from principals/manufacturers.
* Compile complete Pre-qualification documentation for the Manufacturers/Vendors and submit it to Major Oil & Gas Companies for approval.
* Handling 100 % Direct Walk-in clients for Repair, Refurbishment and Testing of All type of Valves.
* Responding quickly and efficiently to all sales enquiries.
* Working closely with the company’s operations and marketing teams.
* Intimately involved in the writing up of all marketing literature
* Preparation of Gate Pass, ID for Operations Team to execute the job at site.
* Arranging the Valve testing Inspection
* Negotiating with vendors / Suppliers
* Coordinating with Operations team for timely delivery of Valves, fabrication items and services.
* Coordinating with the accounts department for follow up of pending payments.
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| **From 01st May 2008 to 30th July 2009.** | Worked as Branch Sales Secretary in Alaa For Industrial Equipment Factory, Kingdom of Saudi Arabia.* Follow up call's from client's
* Prepare Memo's /Recruitment Letter's
* Monitor all invoices everyday
* Preparing Monthly report
* Keeping focus on Sales Collection from the Customer and informing the same to the Head of the department.
* Prepare & Updating all Quotation's / Purchase order
* Typing, Filing, MS Word & MS EXCEL , SERA , BaaN Software
* Record's all document's Helping the sales, marketing, business development Team in developing of client relationship management, coordination, revenue generation and strategy planning.
* Compiling of Bid/inquiry packages and issue inquiries to the Manufacturers/Suppliers.
* Preparation of Commercial & Technical bid after receiving the quotations from principals/manufacturers.
* Compile complete Pre-qualification documentation for the Manufacturers/Vendors and submit it to Major Oil & Gas Companies for approval.
* Responding quickly and efficiently to all sales enquiries.
* Working closely with the company’s operations and marketing teams.
* Intimately involved in the writing up of all marketing literature

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| **From 01st August 2006 to 30th January 2008** | Worked as Media Solutions Executive in GETIT Information Services Limited. Vijayawada , India * Responsible for sales improvement by adopting different marketing strategies.
* Tracking complete control on customer service relationship.
* Providing full support to sales team.
* Traveling to visit customers and building a quick rapport with them;
* Persuading customers our products will best satisfy their needs in terms of quality, price.
* Co-coordinating sales projects
* Searching for new customers that could benefit from company products
* Taking part in trade shows, conferencing and marketing events
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| **From 01st March 2003 to 30th July 2006** | Worked as Personal Loans & Insurance Sales Executive in ICICI Bank Limited ( DSA – Vasanth Financial Links )Vijayawada , Andhra Pradesh , India . |

EDUCATIONAL QUALIFICATION

**Bachelor of Commerce**

Dr. C.V.Raman University, Chastisgarh India.

COMPUTER LITERACY

Diploma in Desktop Publishing Tools.

PERSONAL PROFILE

Date of birth : 23-07-1980

Nationality : Indian

Marital status : Married

Gender : Male

Mother tongue : Urdu

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