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Contact HR Consultant for CV No: 2047254

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

 **CAREER OBJECTIVE:**

I’m seeking a career in a challenging, rewarding & diverse atmosphere. To develop high level of professional acumen in Sales & Marketing, Customer Service, Marketing and Business development by achieving targets, deadlines. The ideal role would be one which has creative opportunities for growth and advancement. I’m eager to utilize my strong work ethic, expertise in area of Sales & Marketing, Customer Service.

* **SUMMARY:**
* A highly14 years of experience and the capacity to adopt new concepts with due responsibilities in **Business Development Manager, Property Management, Regional Sales Manager, Sales & Marketing, Medical Sales Representative**, **Administration, HR-coordinator,.**
* Critical thinking | Decision making | Problem solving | Planning | Organizing | Executing

Influencing | Leading | Negotiating | Conflict resolution | Adaptability | Tolerance.

* Facilitating a smooth running of the office and providing **Administrative Services** to the various functional management teams. Administer maintenance of the facility, consign weekly upholding and restore details.
* **Manage store stock inventory effectively**, Ensure adequate stocks of all products are available at all time, Tracked and resolved critical issues to minimize project risk factors, Supervision and taking control of **92 Employees**.

**WORKING EXPERIENCE:-**

* **BUSINESS DEVELOPMENT MANAGER**
* Strong technical and business qualifications with an impressive track record of more than **10 years** of hands-on experience in strategic planning, business unit development, project and product management.
* Proven ability to successfully analyze an organization's critical business requirements, identify deficiencies and potential opportunities, and develop innovative and cost-effective solutions for enhancing competitiveness, increasing revenues, and improving customer service offerings.
* An experienced team leader with the ability to initiate/manage cross-functional Terms and multi-disciplinary projects.
* **OPERATION EXECUTIVE & BUSINESS DEVELOPMENT MANAGER**
* Experienced as **Operation Executive** who has demonstrated the ability to lead diverse teams of professionals to new levels of success in a variety of highly competitive industries, cutting-edge markets, and fast-paced environments.
* **I. Finance Management & Administration:**
**a).** Maintain strict control on operating expenses within specified budgets.
**b).** Ensuring that statutory Records & Cash remittances are maintained properly and are Up to date & all relevant records are maintained.
**c).** Ensure that all reports are generated & sent to Infor Resource Manager on time.
* **II. Customer Service.**

**a).** Facilitating a pleasant and hassle free experience for every customer, meets CSI

 Requirements at all times.
 **b).** Resolving every customer complaint effectively within the specified SLA's.

* **III. People Management:**

**a).** Recruit as per RAG & as per standard.

**b).** Build and maintain employee moral through employee engagement initiatives. Retain competent team members.

**c).** Promote succession plan & train store team as per standards.

* **IV. Revenue Management:**
 **a).** Achieve & maximize store sales target for all product line.
 **b).** Develop & Implement local store marketing initiative & participate in circle sales activities.
1. **MEDICAL SUPPIES, SHARJAH, U.A.E.**

Worked as a **Medical Sales Representative** from Oct 2015 to Nov 2016.

* **JOB RESPONSIBILITIES IN BRIEF:**
* With respectively managing more than 72 Pharmacies in **Dubai, Deira Area**.

 Area covering **RIGGA, MURAQQABAT, BANNIYAS SQUARE, BARAHA, NAIF, DEIRA CITY CENTRE, DIERA GOLD SOUQ, MUTEENA ROAD, AL RAS ROAD, HOR AL ANZ, & MAKTUM ROAD.**

* Preparing Schedule and maintaining daily, weekly and monthly Plans.
* Handled business administration responsibilities including drafting correspondence and fielding inquiries.
* Liaising with Clients (Pharmacist) providing market information and advice.
* Payment collections, receivables.
* Mainly target and focused on LEOSON’S, AMREET PRODUCTS, MARNY’S, & Dr Sheffield.
* Knowing throw knowledge of competitors, and providing the max availability of Bonus and discounts schemes to the customers.
* Maintaining a very good and smooth relationship with every pharmacist.
* Visiting each Pharmacy once in a week.

**II. BEST HOME REAL ESTATE, AJMAN, U.A.E.**

 Worked as **Property Management / Administrator** from Sep 2013 to Oct 2015.

* **JOB RESPONSIBILITIES IN BRIEF:**
* Managing more than 350 residential units consisting of villas and apartments and more than 20 Warehouses with all required customer services as per.
* Preparing Schedule and maintaining complete admin operation.
* Handled business administration responsibilities including drafting correspondence and fielding inquiries.
* Negotiate renewal and or termination of tenant contracts & maintain tenant database system for efficient and timely renewals to tenancy agreements.
* Liaising with Clients (Tenants & Owners) providing market information and advice.
* Rent collections, receivables & payables.
* Managing the Staff Leaves, Staff Attendance, Staff Salaries, WPS Account Transfer managing with Habib Bank.
* Co-ordinating with PRO for issuing New Visa’s, Renewals & Cancellation.
* Managing Weekly payments for Dubizzle Business Adds, Gulf News Adds and Monthly DU & Etisalat Bills Management.
1. **Business Development Manager From Sep 2011** to **Aug 2013.**

Worked with USM Jobs.com (Subsidiary of IMG Systems USA) in Hyd IND.

* **JOB RESPONSIBILITIES IN BRIEF**:
* **In Sales & Marketing,** Conducted Camps for Interviews in Various Major Cities and Urban Places to Promote the Company for Quality & Quantity Resources.
* Screening the candidates from database and company portal, Technical Recruitment in HVAC Technicians, Plumbers, Electricians, Carpenters welders.
* According to the client requirement line up the candidates and scheduling their interviews. EOD sending daily report directly to MD.
* Maintaining the social network sites to get the resources apart from the portal sourcing Using **Naukri gulf portal**, **Dice**, **Corp-corps**. Our job portal **USMJOBS** for screening.
* Edit and reformat resumes as necessary, adding relevant key words to match with client positions, maintaining rapport with the client and candidates.
* Maintaining proper database and follow up the candidates till join with client,Working for multiple requirements. Job Posting, Mass Mailing.
* Work under pressure and aiming at fulfilling the client requirements.
1. **Business Development Manager FROM 10 JULY 2009 TO AUG 2011.**

Worked with **PCH Pvt Ltd.**, **(Electronics & Mobile Chain Showrooms)**, Hyd, IND.

* **JOB RESPONSIBILITIES IN BRIEF**:
	+ Responsible for planning, administration and designing of business strategies to achieve the targets set for the particular showroom.
	+ Develop & Implement local store marketing initiative & participate in circle sales building activities, Ensure Timely store Audits (Store Opening & Closing, Checklist, Store Operations etc.
	+ **Handled Independently 17 Showrooms and ended up with 29 showrooms in Hyderabad Region.**
	+ Manage store stock inventory effectively. Ensure adequate stocks of all products are available at all time, Tracked and resolved critical issues to minimize project risk factors, Supervision and taking control of **92 Employees**.
1. **BRANCH MANAGER FROM 19 Jul 2008 to May 2009.**

Worked as a **Branch Manager** with **BIG C MOBILES (PVT) LTD.,** Hyd, IND.

1. **STORE MANAGER FROM AUG. 2005 TO MAY 2008.**

Worked with **KEYA CELLULAR**, Johannesburg, **South Africa.**

1. **BOTTLE STORE MANAGER: FROM FEB. 2004 TO JUL. 2005.**

Worked **HILLBROW LIQUOR Co,** Hillbrow, Joburg, **South Africa.**

* **EDUCATIONAL BACKGROUND:**
	+ Bachelor of Arts from **Osmania University**, Hyd, India.
	+ Post Graduate **Diploma** in **Computer Applications** & **Web Designing** from BDPS, Hyd.
	+ **Typewriting** passed in English with **Higher Grade**, Hyd, India.
	+ **Typewriting** passed in Telugu with **Lower Grade**, Hyd, India.

 **PERSONAL DETAILS:**

Sex : Male

Date of Birth : 13.04.1977

Marital Status : Married

Nationality : Indian

Languages known : English, Hindi, Urdu & Telugu

Status of U.A.E. : Work Visa / with Valid UAE Driving License.

**DECLARATION:**

In the view of above, I request to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness I shall be very thankful and grateful to you.

I declare that all the above said information is true to the best of my knowledge.