**CURRICULUM VITAE**

MD

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**Objective:**

To become an asset for the company through continuous goal oriented performance by implementing negotiation skill, system thinking skill & experience of the market which have been gained through the work & projects.

**Career Abstract**

* A dynamic professional having more than 6 years experience in sales and marketing in GCC and India.
* Worked as a Sales and Operation Executive and Relationship manager.
* Specialties- Multiple qualification- Commerce graduate and MBA in marketing and HR.
* Rational and Logical, with high analytical and problem solving skills.
* Persistent and flexible, able to handle multiple jobs simultaneously.
* Able to work on own initiative and as a part of team.
* Proficient computer user.
* Fluent in languages: English, Urdu, Hindi.

Arabic: Intermediate (speaking, reading and basic writing)

* Driving License: **UAE and KSA**

**WORK EXPERIENCES:**

Working as a **Executive** (Incharge Project Administration) in **Descon Engineering, Abu Dhabi (UAE)**

From 6th Jan 2016 to till date

**Job Responsibilities:**

* Administrative Staff Supervision.
* Administrative and Logistics activities.
* Regular visiting client to complete ZADCO offshore process on fast track.
* Projects Health Monitoring and Cost Control.
* Manpower co-ordination for Mobilization/Demobilization of Direct/Indirect Staff.
* Time Management & Prioritization
* Attendance Information System
* Efficiency Improvement
* Compilation of Project Costs Reports / Planning of Site Activities and Analytical Studies.
* Hiring/De hiring of Labor Camps/Catering Services and Senior accommodation for Sr. Staff (Preparing Tenancy Contracts and getting the approval from Municipality) as per UAE Law.
* Supervising & handling of Companywide Creditors/Payables Activities.
* Monthly Progressive/Manpower supply Invoicing to the Client of Projects.
* Prepare Daily, Weekly, Monthly Manpower Reports.

**WORK EXPERIENCES:**

Worked as a **Sales and Operation Executive** in **Sendan International company ltd**. in Bolt integrity solutions segment (**Tentec Ltd.** a part of atlas copco group,) in Jubail, (KSA) from 5th Nov. 2012 to 27th Dec 2015.

**Job Responsibilities:**

* Responsible for achieving business targets for consolidated Construction projects, plant modification / up gradation as well to sell and renting the hydraulic tools of Tentec ltd.
* Analyzes the market, prospective business opportunities and potential competitors.
* Prepares quarterly key plans for upcoming projects.
* Identify potential clients and EPC contractors, manages to arrange sophisticated presentations & Client awareness campaigns.
* Ensuring profitability of the company by selling high value products.
* Maintaining appropriate interaction with execution teams to meet customer needs.
* Managing customer accounts and updating customer information.
* Documenting and tracking sales data, payment follow up.
* Performing other tasks as may assign from time to time.

**Achievements:**

* Developed business strategies that met annual targets ensuring margins set by management.
* Enhanced existing customer accounts by establishing contacts with all key business units such as Management, Engineering and contracting departments.
* Pre-Qualified company’s profile with new clients to enhance company business.
* Good understanding of contractual terms and conditions and effectively negotiates the project with clients.

**WORK EXPERIENCES:**

Worked as a **Relationship Manager**, in ICICI Direct Chennai (India) from Dec 2010 to Sep 2012.

**Job Responsibilities:**

* Involved in acquisition of new customers understanding their financing requirements.
* Acquiring sales from the direct customers by fulfilling their needs in financial instruments like – Mutual funds, Fixed deposits, Wealth management, Accounts opening (3 in one) Bonds, loan and Insurance.
* Suggesting the appropriate products to the customers.
* Handling the customer’s queries and ensuring prompt resolution of the same.
* Proactively determining the customer needs.
* Planed to achieve set targets.

**PROFESSIONAL QUALIFICATION:**

**MBA (Master of Business Administration)** Bharat University, Chennai, Tamil Nadu.

Specialization –MARKETING & HUMAN RESOURCES (2011)

**ACADEMIC QUALIFICATIONS:**

**Bachelor of Commerce:** Vanijya Mahavidyalaya, Patna University, Patna, Bihar (2008)

**Higher Secondary:** Sri Lakshmi High school. (B.I.E.C Patna) Bihar. (2005)

**High School:** Sri Lakshmi High School. (B.S.E.B, Patna) Bihar. (2003)

**ADDITIONAL QUALIFICATION** :

Industrial Accountant from ICA Kolkata (2008-2009)

* Office Package (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint)
* Tally 9.

**ACHIEVEMENT**

* Done summer internship from Hindustan Coca Cola Beverage Pvt ltd. Chennai from April 2010 to May 2010.
* Actively participated in Management events organized in Bharath University, Chennai.

**Competencies & Skills :-**

* Market Analysis
* Negotiation skills
* Strong Coordination skills
* Ambitious
* Optimistic
* Self reliant.
* Confident

**Attributes:-**

* Analytical thinker
* Customer focused
* Willingness to work in a multi tasking set up or environment.
* Service orientation.

**HOBBIES & INTERESTS**:

* Travelling and Cooking.

**Declaration**

I confirm that the above information provided by me is true to the best of my knowledge and belief.