Suhaib

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|  |  | **Application for Any Suitable Post** | |  |
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**CAREER OBJECTIVE:**

Seeking to work for a professionally committed organization to strive for excellence in my job. Should I be given the opportunity to serve in an organization I can prove myself to be considered to be one of the best.

**PROFILE:**

* More than four years of experience in Outdoor Sales and Marketing with reputed organizations in UAE & India. 
* Identifying and maximizing revenue from existing customer accounts. 
* Maintaining high levels of product and customer knowledge and participating in training programs as appropriate.
* Providing regular and accurate sales forecast updates to Senior Managers. 
* Monitoring competition and analyzing competitor activity. 
* Aligning selling prices with company guidelines.
* Tactfully handling any complaints. 
* Holding Valid UAE License and well versed with all UAE roads and commercial areas. 
* Can work under pressure & meet deadlines 

**WORKING EXPERIENCE:**

1. **ZUBAIDA TRADING LLC**

**UMM AL-QUWAIN**

**POSITION:SALES EXECUTIVE WORKING FROM:2011 TO 2014**

**Responsibilities:**

* Outdoor sales and delivery of customer orders. 
* Sales promotion activities. 
* As per the branch requirement visit regional outlet and collect stock and deliver to the branch. 
* Transportation of staff members to the outlet and bring them back to accommodation.
* Support outlet staffs during the busy time TO serve customers. 
* Invoicing and payment collection. 
* Daily sales report preparation and stock maintenance 
* Bank transaction and other office routines.

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1. **AL MALAZ BUILDING MATERIALS**

**DUBAI**

**POSITON: SALES EXECUTIVE WORKING FROM 2015 TO 2016**

**Responsibilities:**

* Assist customers to know die location of items which they needed. It ‘situation demands help customers. 
* If required, explain the options of products available in the convenience store.
* Arrange products in orderly manner and regularly. 

* Check the stock position of highly moving items in regular intervals and refill them as per the demand. 
* Order canvassing and delivery. 
* Give Job training to new recruits. 

**ACADEMIC CREDENTIALS:**

**S.S.L.C - K.V.R High School in Shoranur, Kerala-2008.**

**Higher Secondary Examination-Ganesheri institute in Shoranur, Kerala. Degree under the University of Calicut**

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**COMPUTER PROFICIENCY:**

**Working Knowledge in MS Office Excel, Word, Outlook, Power point.**

**PERSONAL DETAILS:**

Date of Birth: Jan 28, 1992

Sex: Male

Marital Status: Married

Nationality: Indian

Visa Status: 3month visit visa (till April 05)

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**LANGUAGES:**

English, Hindi, Malayalam and Arabic

**PERSONAL SKILLS:**

* Objective oriented
* Friendly
* Organized
* Honest, Sincere and Smart working.

**EXTRA CURRICULAR ACTIVITIES:**

* Reading
* Music
* Sports

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| • | Internet |  |  |
|  |  |  |  |
| **DRIVING LICENSE:** | | | Valid UAE driving License. |
| **REFERENCES:** | | Will be provided on requirement. | |