Mohamed

Mohamed.347616@2freemail.com



**Sales Executive/Purchase Officer**



**CAREER OBJECTIVE**

To put in all efforts in utilizing knowledge and skills that I have gathered during my academic and professional career to help my employer’s organization in achieving its goals and enhancing my personal professional skills through the esteemed organization for a brighter tomorrow.

**EDUCATION / PROFESSIONAL DEVELOPMENT**

Higher Secondary

**SKILL SET**

* Excellent Management skills
* Excellent Communication skills.
* Outstanding Customer service skills.
* Excellent and advanced computer knowledge and skills.
* Knowledge and understanding of accounting software’s.
* Proficiency in all Microsoft Windows operating systems & other O.S.
* Proficiency MS Office.

**PERSONAL DETAIL**

Date of Birth : 11th Feb 1974

Age : 42

Sex : Male

Marital Status : Married

Nationality : INDIAN

Languages known : English, Arabic, Persian, Russian, Tamil, Urdu,

Malayalam.,

Visa Status : Visit Visa

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**PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| Company: | **Golden Toys, Dubai – U.a.e** |
| Position: | Network Administer &Purchasing Officer. |
| Duration: | Jan, 2005 – Oct, 2013 |
| Company: | **Golden Toys, Dubai – U.a.e** |
| Position: | Sales Executive & Purchasing Officer. |
| Duration: | Jan’ 1997 to Dec’ 2005 |
|  |  |

**EXPERIENCE SUMMARY**

|  |  |
| --- | --- |
|  **Sales Executive,** | :8 Years |
|  | **EXPERIENCE DETAILS** |  |
|  |  |  |
|  | Company | : M/s. **Golden Toys** (Since Jan 1997 – Dec 2005) |
|  | Nature of Business | : Whole Sale & Retail of Toys and import & Export. |
|  | Designation | : Sales Executive & Purchase Officer. |
|  | Place & Country | : Dubai, UAE. |

**Responsibilities:**

Customer handling. Invoicing customers. Cash handling.

Dealing with corporate clients.

Following up clients for unpaid payments. Training new staff.

Recording sales transactions.

Collection of payments from customers.

Reporting bookings, loss sale and turndown figures to management. Dealing with customer’s query over phone, E-mail and in person.

Negotiating best possible rates to increase revenue. Keeping track of Delivery vehicles moment

Coordinating with drivers.

Satisfying & handling customers and their complaints.

Booking Air ticket and reconfirm for local as well as international customer.

Implementing new procedures to increase efficiency, revenue and customer satisfaction.

Developing a database for potential corporate clients. Maintaining Stock Books.

Telemarketing.

Making appointments for agents overseas.

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|  |  |
| --- | --- |
|  **Purchase Officer,** | :9 Years |
|  | **EXPERIENCE DETAILS** |  |  |
|  |  |  |
|  | Company | : M/s. **Golden Toys** (Since Jan 2005 – Oct 2013) |
|  | Nature of Business | : Whole Sale & Retail of Toys and import & Export. |
|  | Designation | : Network Administer & Purchase Officer. |
|  | Place & Country | : Dubai, UAE. |  |
|  | **Responsibilities:** |  |  |

Foxpro2.6 - Programming and Following Accounts - Data Backup and Organizing. FocusRT - Products Tree Organizing and Products Details Updating.

FocusRT - Products Stock Control and Customer sub ledger maintenance.

FocusRT - All Products Report analyzing - Supplier wise, Brand Wise, Description Wise. With exact Products Weekly, Monthly, yearly Stock moving and balance report.

Following regular backup and recovery for database and file systems.

**Photoshop Designing Work:**

Products photos - Professionally Designed, color changing, posters making and printing.

Alteration to the original images and editing as per customers requirement in order to promote the sales of the products.

CD Disc’s presentation for Customers.

**DECLARATION**

I hereby declare that all above-furnished information is true to the best of my knowledge and belief.

Thanking You

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