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**MOHAMMED**

**MOHAMMED.349028@2freemail.com**

**CAREER OBJECTIVE:**

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

**MAHA DOHA ELEVATORS & ESCALATORS CO.**

**DOHA, QATAR**

**May 2015 TO April 2016**

**SALES EXECUTIVE**

Job Profile:

* Understanding to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers.
* Cold calling to arrange meetings with potential customers to prospect for new business.
* Handle any objections with a view to getting the customer to buy.
* Advising on forthcoming product developments and discussing special promotions.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.
* Producing reports and statistics on sales, purchase.
* Liaising with suppliers to check the progress of existing orders.
* Negotiate the terms of an agreement and close sales.
* Securing Annual Maintenance Contracts on all brands.

**Al KEMYANI ALUMINIUM, Manufacturer & Fabricator**

**NIZWA, SULTANATE OF OMAN**

**April 2013 to April 2015**

**SALES EXECUTIVE**

Job Profile:

* Reporting directly to the Partner & managers regarding sales.
* Providing Monthly reports, new inquiries & bulk orders.
* Monthly follow up on statement of accounts for key customers.
* Participating in sales meeting & sharing success stories.
* Co-ordinating on new designs between customers & production.
* Responsible for business development UVPC reinforced doors & windows.
* Review the performance and the cost of marketing department on periodical basis and update the progress to partners.
* Following up on delivery schedules, quality assurance & payments.

**MPHASIS IS AN HP COMPANY**

**MANGALORE.**

**March 2012 to March 2013**

**TRAINEE TRANSACTION PROCESSING OFFICER – LEVEL 3**

Job Profile:

* Card Data Entry processing expertise with [32] WPM typing speed.
* Certified Data Entry Assistant experienced in confirming the accuracy of data in various systems and developing complex spreadsheets.
* Corrected mistakes and compared data received from departments before inputting to database.
* Kept company database up-to-date and edited it when necessary.

Skills.

* Tally ERP9 with Vat
* Typing Speed 35 WPM
* MS Office

**EDUCATION:**

* [Karnataka State Open University (KSOU)](http://karnatakastateopenuniversity.in/)

April 2013

Bachelor of Commerce with an aggregate of 73%

* Karnataka State Electronics Development Corporation-KEONICS

Secured an "A" Grade in TALLY with VAT.

**DECLERATION**

I confirm to the best of my knowledge that, the information given above is correct and complete.