***CURRICULUM VITAE***



***AMRAN***

[***AMRAN.359149@2freemail.com***](mailto:AMRAN.359149@2freemail.com)

***Brief***

***Bachelor Of Arts with 12 years & 6 months of experience in Management, Sales, Administration, Inventory, Food & Beverages, Supervisor, Customer Services, Coordinator, with leading corporate like* RELIANCE, TATA, SAUDI-ARABIA DUTY FREE, SAUDI-ARABIA NESMA GROUP OF CO., SAUDI ARABIA ARAMCO OIL & GAS CO.**

***Significant Strengths***

Ability to work closely in term environment with a can-do attitude

Ability to understand senior requirements & manage aggressive timelines under dynamic environment

Ability to develop the sales in tough working conditions

Good skills in developing the sales through rigorous marketing & creating sales in new areas.

Maintaining good customer relations & keeping the track that the customer does not gets disturbed by any act or action of the company.

To lead the team, to be with a team, to be in a team

If get a chance I will prove to be an asset to the organization....

***Qualification***

Bachelor of Art (Economics & Sociology)

***Computer Qualifications***

MS–Office, Desk Top Publishing, HARDWARE & NETWORKING

***Work Experience***

**(SAUDI ARAMCO) NESMA GROUPS OF COMPANIES, SAUDI-ARABIA** is into Retail, Clothing & Accessories, Office, Food & Beverages, Health Care, Information Technology, Leisure & Tourism, Oil & Gas, Business Services & Environmental Services, Transportation Products & Services, Machinery & Equipments, Industrial and Manufacturing of Materials & Products.

**Designation** :  **SUPERVISOR SALES**

**Duration** : From 11 /Jan / 2016 to 21/Sept/2016

**Job Profile**  : Achieve monthly sales target. Maintain food costing, staff costing, Increase banquet business. Check stocks. Track input & output of stocks for pre-sales. Pre-order the Stock as per the deficit. Maintain demanding stocks in ample quantity. Keep eyes on staff. Tally invoice amount against purchase order. Update reports of workers to senior authority. Receive consignments from vendors (local & outside country). Forwarding details of non-moving goods to their respective Categories Managers. Meet with Managers for new plans & strategy. Strictly mandate on correct price rates & price tags; as per company policy with local government. To coordinates with other retails for products shuffling. Reviewing & ask for improvement in vendors, merchandisers process of selling, displaying, banners, layouts, presentations, **Inventory**. Workout weekly planned. Trace sales target graph with sales team. Maintain demanding stocks in ample quantity. Distribute stocks in retails as per their outcomes. Provide sales report. Conduct training for new staff for their respective jobs, to acquire good consequence.

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**SAUDI DUTY FREE AIRPORT (ALMUSBAH TRADING GROUP)** is a successful network of Co. in Saudi Arabia, retailing of Perfumes, Cosmetics, Electronics, Watches, Sunglasses, Household, Clothes, Toys, Leather, Gifts, Accessories, Oudh, Books, Recharge Vouchers, Gift Cards, Markets, Mobiles, Carry Bags, etc.; with having its own brand named ALMUSBAH, XPLORA & SENSI. Diversifying and expanding business into real estate, travel retail, information technology, telecommunications, construction, parking, auto dealership, food & beverage and hospitality, the Group has nearly 200 retail outlets in Saudi Arabia, together with the Saudi Duty-Free shops.

**Designation**  : **ADMINISTRATOR (Retail Sales)**

***Achievements in this Company*** *: I was hired as an Sales Encoder, later promoted to Administrator*

**Duration** : 2 Years & 1 Month (From 19 /Oct / 2012 to 25/Nov/2014)

**Job Profile** : To track input & output of stocks, Workouts weekly plans, Trace sales target graph with sales team, Pre-order the Stock as per the deficit, Maintain demanding stocks in ample quantity, To distribute stocks in retails as per their outcomes, To keep eyes on staff. In doubt of thief, investigate with Vigilance department, , To analyst Vendor Invoices of Dammam, Riyadh, and all 67, retail shops of all over Saudi Arabia Airports & Malls, To provide management reports of sales & require documents. Act as Manager. Tally invoice against purchase order. Conduct training for new staff. Acquire good consequence. Update reports of workers to senior authority.

**Inventory** on Categories:

1) Perfumes 2) Cosmetics 3) Electronics 4) Markets 5) Watches 6) Sunglasses 7) Household 8) Clothes 9) Toys 10) Leather 11) Gifts 12) Accessories 13) Oudh 14) Gift Cards 15) Books / Readings 16) Others 17) Recharge 18) Mobiles 19) Carry Bags. Maintain leave notes of company staff from hospital. Receive consignments from vendors (local & outside country). Transferring goods to all Saudi-Arabia shops (Airports & Malls). Distributing stocks as per air-retails shop sales profile. Providing lists for purchasing of demanding goods. Returning backed all old & damaged products to Vendor. Forwarding details of non-moving goods to their respective Categories Managers & Assistant Managers. Selling of old & damaged goods at reasonable price. Meet with Sales Managers, regarding new planning or strategies. Strictly mandate on correct price rates, as per company policy with local governments. Reviewing & ask for improvement in vendors, merchandisers process of selling, displaying, banners, layouts, presentations.

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**Name of Organization** : **AL-BASEM INTERNATIONAL, SAUDI-ARABIA**

**Designation** : **Asst. Sales Manager in Jeddah Branch (H.O.)**

***Achievement in this Company*** *: Hired as a Sales Man, later promoted to Assistant Manager.*

**Duration** : 2 Years. (From 05 /Aug / 2010 To 15 / Aug / 2012)

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**Name of Organization** : **RELIANCE COMMUNICATIONS LTD. (RCOM.), Mumbai**

**Designation** : **Corporate Sale Team Leader**

***Achievement in this Company*** *: Certificate to become Topper for Consisting“3” Months*

**Duration** : 5 years & 5 Months (From 07/ Feb / 2005 To 15 / July / 2010)

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**Name of Organization** : **OPAL TELESYSTEMS, Mumbai**

**Designation** : **Branch Manager – Sales & Operations**

***Achievement in this company*** *: Hired as Marketing Executive and later was promoted to Branch Manager.*

**Duration** : 2 Years & 5 Months

**Period** : From 01 /Aug / 2002 to 01 / Jan / 2005

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