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**Pranav**

Sharjah, U.A.E.

Pranav.360394@2freemail.com

Date of Birth: 2nd November, 1975.

Occupied U.A.E. Driving License No. 3.

*15+ years of experience of various field of Sales Field.*

***Accountant, Sales, Marketing, Customer Care, MIS Coordinator with Overall 23+ years of experience.***

**PROFESSIONAL EXPERIENCE**

AL SHAALI MOTO TRADING EST. Dubai, UAE

 *May 2011 – Present*

***KEY ROLE & RESPONSEBILITIES.***

*Sales Re-presentative.*

* Approach and assist new customers that enter the dealership lot.
* Determine the needs of the customer by listening and asking questions.
* Perform walk-around with customer and demonstrate features of suitable automobiles.
* Effectively close automotive sales.
* Ensure the customer understands the vehicle’s operating features, warranty and paperwork.
* Maintain an owner follow-up system that encourages repeat business and referrals.
* Reports to the sales manager regarding objectives, reviews, analyses, and planned activities.
* Attends training and sales meetings offered by the dealership and manufacturers.
* Review sales statistics and actions to determine how to better utilize time, plan more effectively, and improve sales.

MODERN BUILDING MATERIAL TRADING L.L.C. Dubai, U.A.E.

 *Jan 2010 – April 2011*

***KEY ROLE & RESPONSEBILITIES.***

*Sales Executive*

* Identifies business opportunities by identifying prospects and evaluating their position in the industry.
* Researching and analyzing **sales** options.
* Sells products by establishing contact and developing relationships with prospects.
* Recommending solutions.
* Trained and supervised new employees, ensuring they maintain fastidious attention to detail.

ABE HAYAT GENERAL CONTRACTING L.L.C. Dubai, U.A.E.

 *Jun 2006 – Dec 2009*

***KEY ROLE & RESPONSEBILITIES.***

*Sales Executive.*

* Maximize income generation for the company, and achieving sales targets.
* Coordinate all aspects of the sales process from initial enquiry/RFP through to closing of the opportunity.
* Generate project/business opportunities to meet company’s business plans and growth strategies.
* Drive the development and implementation of the sales and marketing strategy.
* Undertake research to identify opportunities and threats in the market place.
* Attend networking events, trade exhibitions and promotional events to gather market information and promote the system/product.
* Monitor customer satisfaction, implementing procedures and activities to compile client feedback.
* Ensure that all marketing materials, documents and correspondence are updated and adhered to the corporate image.
* Represent the company in a professional manner at all times.
* Develop solid, long-term relationships with prospects and maintain existing customer’s relationship within the commercial construction industry.
* Follow up with the client along the execution of the project.
* Track and report current status of potential projects, markets, Customer news, and developments.
* Lead the development and preparation of RFP’s, Pre-Qualification, formal presentations, proposal, and contracts.
* Ensure all communication with customers is in accordance with our standards and correct in content and format.
* Implement Company Policies and Procedures.
* Perform other duties as assigned.

BHARATI CELLULAR LIMITED. Ahmedabad, India

 *Jan 2005 – May 2006*

***KEY ROLE & RESPONSEBILITIES.***

Sales Executive*.*

* Territory/Cluster wise maping.
* Seprate maping data with allocated groups.
* Field visit retail, SME & Corporate outlet to educate for products.
* Manage & Distribute collected information to the Sales Department.
* Verification and validation of Customer Application Form.
* Verification and validation of Customer documents.
* Compilation of various MIS related for Sales/ Business activities.
* On-line of Sales/ Business Portal Entry.
* Preparation of Daily Business Report & Daily Dash Board.
* Resolving Sales Order Pendency and Compilation of MIS regarding SO.
* Compilation of various Technical Report based on RFS/ Non RFS Area.
* Maintain relationship with Enroll and Nonenroll Customers.
* Give best after Sales Service.

RAJU SERVICES. Ahmedabad, India

 *April 2000 – Dec 2004*

***KEY ROLE & RESPONSEBILITIES.***

Sales Executive*.*

* Regular visit to the Person as per a journey cycle.
* To keep in constant touch with the market.
* To educate Person of the TATA TELESERVICES.
* To act as de-facto with between firm and person.
* To keep track of the sales.
* To solve Person problem.
* To get competitor information.
* Identification of potential person, not selling teleservices products to increase channel based & thereby breadth of teleservices.
* Solve routine teleservices related issues faced by person as per teleservices guideline.
* Effective roll out of teleservices designed program and promotions followed by monitoring & analysis of the activity promotion.
* Work towards achieving pre-defined targets in term of business volume & number of persons.
* Ensure attendance at teleservices held events.
* Spot Marketing opportunities and keep teleservices updated regularly on the market.
* Suggest Marketing program & roll out after teleservices approval.
* **Reward:**Sign of Excellence (Tata Teleservices Ltd…Award)

BUSYWIRES INFOSYS PVT. LTD. Ahmedabad, India

 *Mar 1995 – Mar 2000*

***KEY ROLE & RESPONSEBILITIES.***

Sales Executive*.*

* Regular visit to the Person as per a journey cycle.
* To keep in constant touch with the market.
* To educate Person of the Busywires Infosys.
* To act as de-facto with between firm and person.
* To keep track of the sales.
* To solve Person problem.
* To get competitor information.
* Identification of potential person, not selling Infosys products to increase channel based & thereby breadth of Infosys.
* Solve routine Infosys related issues faced by person as per Infosys guideline.
* Effective roll out of Infosys designed program and promotions followed by monitoring & analysis of the activity promotion.
* Work towards achieving pre-defined targets in term of business volume & number of persons.
* Ensure attendance at Infosys held events.
* Spot Marketing opportunities and keep Infosys updated regularly on the market.
* Suggest Marketing program & roll out after Infosys approval.

**EDUCATION**

**ATTEMPT BACHELOR OF COMMERCE**  **Gujarat University, India**

*Specialization in Accounting, 1996*

**CERTIFICATEOFHIGHERSECONDARYHIGHSCHOOL.**  **Gujarat Secondary Education Board, India**

*Specialization in Accounting, 1993*

**ADDITIONAL SKILLS**

* Knowledge of Tally and all Microsoft Office Applications
* Excellent communication skills, and ability to present complex information in an easy to understand format

**CERTIFICATIONS**

* Certified M.C.A. (**Master in Computer Application**), 1997.

**CURRENT SALARY**

* AED 7,500