**CURRICULUM VITAE**

**Name: SEEMAB**

**SEEMAB.366658@2freemail.com**

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| **OBJECTIVE** |

Intend to build a career in **Sales & Marketing Executive** with leading Company with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key person in challenging & creative environment. Good communication skills with a quick responsiveness to learn new technologies and ideas for the growth of the organization and thereby enhance my career development.

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| **CAREER HIGHLIGHT** |

* **Urbacone Contracting & trading L.L.C**

From October 2014- April 2016

Designation: Store Controller/Logistic supervisor/Document Controller.

Location: Doha, Qatar

* **Job Responsibilities:**
* Tracking and maintaining the inventory levels in the stores for all items.
* Generating purchase orders as and when inventory levels reach reorder levels.
* Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.
* Managing the receipt of new consignments and Storing after verification of quantity and condition.
* Responsible for Receiving and issuing local as well as foreign purchase.
* Tracking all the Material Record used on different site.
* Coordinating with supplier for pending material.
* Collect Invoice & make Store Receive Voucher (SRV).
* To make monthly Stock statement.
* Coordinating between site and warehouse for all occasion.
* Serve as cashier and handle cash and cash-related payments.
* Playing key role in inventory control.
* Preparing monthly reports for receiving and issuing.
* Involved in Data entry and various General office duties.
* Receiving & issuing construction material, piping material; electrical material, Power tools.
* Understanding planning, shipping, warehouse management and inventory systems
* Managing daily routes/schedules of shipments and deliveries
* Tracking the progress of shipments
* Knowing all aspects of warehouse operations
* **Giordano Fashion L.L.C**

From March 2012 to October 2013

Designation: Senior Sales Executive /Team Leader

Location: Dubai

* **Job Responsibilities:**
* Tracking and maintaining the inventory levels in the stores for all items.
* Generating purchase orders as and when inventory levels reach reorder levels.
* Approach Clients for getting business, brief them about the products and there benefits,
* Building good relation with clients,
* **Woodlands mica Building Materials:**

 From March 2009 - January 2012

 Designation: Sales & Marketing Executive

 Location: Cape Town (South Africa)

* **Job Responsibilities:**
* Listening to customer requirements and presenting appropriately to make sales
* Maintaining and developing relationships with existing customers in person via calls and mails
* Cold calling to arrange meetings with potential customers to prospect for new business
* Responding to incoming mails and phone queries
* Acting as a contact between a company and its existing and potential markets
* Negotiating the terms of agreement and closing sales
* Gathering market and customer information
* Representing the organization at trade exhibitions, events and demonstrations
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Advising on forthcoming product developments and discussing special promotions
* Creating detailed proposal documents
* Liaising with suppliers to check the progress of existing orders
* Checking quantities of goods on display in stock
* Recording sales and order information and sending copies to the sales office or entering into a computer system
* Reviewing your own sales performance, aiming to meet or exceed targets
* Making accurate, rapid cost calculations and providing customers with quotations
* Attending team meetings and sharing best practices with them

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| **ACADEMIC QUALIFICATION** |

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| **EXAMINATION** | **BOARD** | **YEAR** |
| SY.BCOM | KOLHAPUR | 2009 |
| HSC | KOLHAPUR | 2007 |
| SSC | KOLHAPUR | 2004 |

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| **TECHINICAL SKILLS** |

* Basic computer with internet hardware and networking COMPTIA A+N+ CERTIFIED
* Operating Systems: Windows 98, Windows XP, Windows 7.

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| **STRENGTHS** |

* Adequate practical knowledge and experience
* Understanding to the task in hand.
* Ability to learn quickly and grasp new technologies and innovations easily.
* Accuracy and attention to details.
* Team building and leadership qualities.
* Continual productivity even under stressful times.
* Excellent Communication and Interpersonal Skills.
* Continuous learning
* Ability to work well in a team and also individually.
* Positive attitude.

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| **DECLARATION** |

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