**Akhtar**

Dubai,

United Arab Emirates.

**E-mail:**  akhtar.367156@2freemail.com

**Objective**

To Obtain a challenging position in Sales & Marketing/ Business Development in the FMCG/ Telecommunication/ Consumer Durables/ Distribution Sector.

**Professional Summary**

Talented results-producing Business Development and Sales/Marketing Operations Professional with proven track record of accomplishment in planning and implementing comprehensive marketing strategies in support of business goals and objectives. Business coordinator with outstanding result in executing high return sales programs & key relationship management activities. Ability to coordinate the planning, development and execution of strategic marketing initiative for key customers to drive desired results. Ability for communicating with management, clients, and internal departments to coordinate overall business development efforts. Experienced with presenting to senior management, representing senior management in discussions with others in the company, meeting with customers, training and assisting dealers and coordinating the activities of managers. An Excellent Team worker with strong administration, organization and communication skills.

 **Professional Experience Summary**

# Company Name: Tachcard Payment Service Provider LLC

**Position: Area Sales Manager**

**Period:** April 2015To December 2015

**Selected Contributins:**

* Manage efforts to find new locations to grow new business, increase existing revenue and provide top level customer service to current accounts.
* Oversee territory sales, inside sales team and product channel sales.
* Travel to client locations to participate in sales presentations and product demos.
* Analyze sales routes, territories and responsibilities to ensure efficient use of time and resources.
* Hold status meetings with sales staff to create strategies and define prioritized tasks.
* Analyze groups to determine sales quotas and lead initiatives to ensure sales staff meets or exceeds goals.
* Work with sales teams to build and cultivate relationships with managers and executives of corporate accounts.
* Plan and manage territory budgets and field expenditures.
* Identify sales best practices and implement process improvements to increase productivity and efficiency.

**Company Name: Sharaf Electronics**

**Position: Supervisor Sales & Distribution**

**Period:** Feb 2013To Mar 2015

**Selected Contributins:**

* Supervise the activities of assigned sales territories to meet and exceed team goal.
* Assist sales representatives in developing long term and daily territory plans that optimize time and resources.
* Create and foster a motivational work environment, which encourages professional development, team collaboration and high performance.
* Complete all required reports regarding sales and sales campaigns, market feedback and team territory management activities.
* Cover open territories by making sales calls to generate new business or to close pending business, solicit market feedback and manuscript leads.
* Maintain expert knowledge of all product and content delivery systems.
* Train and supervise interns and temporary staff as applicable.
* Perform additional tasks as assigned by team management.
* Maintained and updated forecast reports on business activity in assigned territory.
* Maintain the overall profitability of the customers to the company by balancing the prices across all categories.
* Provide high quality service to the customers and aim for new opportunities for business growth.
* Coordinating with the warehouse for the stock rotation and order placement.
* Resourceful in interacting with clients, cultivating relations with them for securing repeat business.
* Reporting competitor products activity on weekly basis.
* Analyzed market trends and pricing patterns in order to position company products advantageously.

**Company Name: 2020 mobile UAE LLC**

**Position: Key Account Executive**

**Period:** March 2010 to Feb 2013

**Selected Contributions:**

* Worked with all types of Markets including FMCG, Hospitality, Gift centers & Shopping Malls.
* Achieved monthly sales & distribution targets.
* Building strong working relationships with the customers on an ongoing basis.
* Doing sales calls on pre agreed journey plans.
* Completing the sales calls successfully via proper execution of 9 steps of calls (preparation, approach,

presentation, stock check, order taking, delivery, cash collection, merchandising & administration).

* Daily reconciliation of stock & cash.
* Monitoring and reporting competitor’s activities & market prices.
* Searching new customers in the area and collecting documents to set up in JDE.
* Be aware of and observe all health and safety procedures in accordance with company policy.
* Have complete understanding of all SOPs pertaining to sales and support functions.

 **Company Name: Al Jazeera Discount Markets Al-Ain, U.A.E**

 **Position: Retail Sales Supervisor**

 **Period: Dec** 2003 to Nov 2008

**Selected Contributions:**

* Supervise sales operations of sales team.
* Analyze Competitor pricing proposals and sales strategies.
* Implement strategies to sell products or services.
* Maintain proper and positive public relations with all contacts and clients.
* Build new Customer base to maximize sales.
* Increased Overall Sales Volume by a significant 100% in the Showroom.
* Increased margins from 15% to 25% and Profits from 25% to 100%.
* Supervise and oversee the maintenance of customer database.
* Ensure that all Inside Sales Representatives achieve the required level of product knowledge necessary to promote assigned titles.

**Educational Qualification**

* **Bachelor of Mass Communication.**
* **DAE from School of Areonautics Pakistan Air Force**
* **Diploma of Computer Sciences**

**Computer Skills:**

* Hands on experience in handling Microsoft Office applications and internet.
* Almost all windows base compatible software. Windows XP, Vista and Windows7,8,10 Android.
* Hardware maintenance, Software Removal Installations.
* Have good knowledge of LAN (Local Area Networking) and able to create a small office or home LAN.

# Personal Details

**Nationality :** Pakistani

**Languages :** Excellent command over English, Arabic, Urdu and Hindi

**Driving License :** Valid and Clean UAE Manual Driving License.

**References :** Can be Furnished upon Request.