 **Career vitae**

# Shiyas

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**Executive Summary**

I am a Passionate Sales & Marketing Professional with almost **3+** years of extensive experience in Sales & Marketing. Graduate in Physics domain with several rewards taken through work experience in Healthcare and Medical sectors.24 Months UAE Experience in Clinic administration and well

Knowledge in The Law of Ministry of Dubai and Expertise in Insurance as well as bank Dealings

**Sales & Marketing SKILLS**

|  |  |  |
| --- | --- | --- |
| * Negotiating Contracts * Writing Reports * Managing Budgets | * Presentation Skills * Cold Call Techniques * Market Segmentations | * Sales Reports * Market Research & Analysis * Legal Compliance |

**PROFESSIONAL EXPERIENCE**

# Dr. Abdullatheef’s Clinic Deira, Dubai.

**Administrative Supervisor from 06/09/2015 – Present**

* Organize periodic renewal of Licenses.
* Submission of correct documentation to the Ministry Of Labor for visa applications.
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
* Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity
* Accompany the employee as they exit the country.
* Dealing with insurance companies for Approvals and Claims.
* Maintain Payroll and clear the WPS on time.
* Maintaining the Cash flow statements, Petty cash and Purchase reports, and making it available to the stake holders for their Reference.
* Overall management in the clinic in the area of evaluation of the new quotations of LABs, Insurance and the maintenance of employees records as well.

# Ranbaxy LTD

Marketing Executive from **11/06/2013 to 31/01/2015**

* Visit clients to demonstrate use of products, by showing samples and take orders
* Arrange a schedule of visits to major potential buyers by contacting people them and take appointments
* Develop and update knowledge of their products and the products of their competitors
* Discuss with other sales and marketing personnel in their company to determine the best methods of promoting products
* Determine the customer’s needs and explain through demonstration of the products to them, which may involve providing technical descriptions of products and how they may be used
* Quote and negotiate prices and credit terms
* Prepare quotations and record orders
* Updating the supervisors regarding the sales and provide feedback about the marketing of new or established products
* Carry out formal presentations of products using videos and other training aids, attend promotional markets and organize product displays
* Work on telemarketing campaigns
* Plan and work towards meeting sales targets and budgets
* Use e-business technology

# Lupin Ltd, Kerala, India

**Marketing Executive from 07/03/2012 to 31/05/2013**

* Making appointments to meet new and existing customers
* Understanding your customers’ needs and make presentations to promote new products and special deals accordingly
* Describing customers about delivery schedules and after-sales service
* Keep in touch with existing customers in person and by telephone
* Recording orders and sending details to the sales office
* Watching your competitors and the products they are offering
* Going to conferences and seminars and keeping up with industry trends
* Meeting sales targets
* Reporting sales trends to your employer

**EDUCATION & CERTIFICATIONS**

Graduate in Physics.

Certificate in Computerized Office Management. (MS Office, Web Applications, Typing)

**TECHNICAL ABILITY**

MS Office (Word, Power Point, Excel and Outlook), Tally, Internet and Browsing,SPSS

# References available upon request