**Taj**

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**Email:** **taj.382335@2freemail.com**

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| **Seeking a challenging position as Sales Executive*****An MCA - ITIL V3 Foundation Certified*** **To perform my duties to the best of my ability and to make use of my innovative efforts.** |

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| **Career Conspectus** |

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| ..* Over 10 year’s Sales experience of working in competitive market of Gulf and India.
* An ambitious, highly motivated and energetic with excellent marketing and business development skills.
* Experience of managing sales and merchandising for established retail outlets.
* Results orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs. Strategic Planning, Marketing Strategy Development & Implementation.
* Successfully identifying, developing and managing new business opportunities within these markets.
* Dynamic and successful with extensive experience in Start-Up Ventures, Business Turnarounds and New Product Launches utilizing strong leadership and excellent communication skills.
* **Areas of Expertise Includes:**
* Involve in Opening of new outlet
* Making sure of products and services to customers.
* Involved in the training of new sales staff.
* Accept challenge to generate profit from a store which is already in loss.
* A high level of IT skills - particularly good word-processing and database knowledge
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| **Scholastics / Certifications** |

* Master in Computer Applications from National Institute of Engineering.

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| **Technical Skills** |

Operating Systems : Unix, Windows Databases : **Oracle 11g, 10g, 9i, 8.x, MS Office suit**

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| **Career Contour** |

* Sales Executive - Global IT Solutions Hyderabad , India (April 2011 to Feb 2018)
* Area Sales Manager - Meed Trading Est(Mawarid Group) Riyadh KSA ( May 2004 to Mar 2010)
* Area sales Coordinator - Meed Trading Est (Mawarid Group) Riyadh KSA (Nov 2002 to Apr 2004)
* Store Manager - Meed Trading Est (Mawarid Group) Riyadh KSA(Dec 1994 to Jul 2000)

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|  ***Sales Executive Global IT Solutions , Hyderabad ,India April 2011 to Feb 2018*** |

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|  ***Area Manager Meed Trading Est (Mawarid Group) Riyadh,K.S.A May 2004 to Mar 2010*** |

*Company with 120+ Meed Supermarkets/Convenience Stores Kingdomwide in Saudi Arabia.*

* *Full Operational Responsibility for 11 Meed Convenience Stores / branches in Riyadh.*
* Planning sales strategies with the sales team and subordinates , for achieving sales targets by conducting

regular meetings and seminars.

* Analyzing the sales by territory, by customer type, by product / line, by salesperson.
* Analyze the strengths and weaknesses of team members for assigning tasks.
* Fimiliar with all kinds of sales & purchase related documentations like Invoices,Purchase Order,Delivery Order,Billing,Letter Of Credits,Import / Export Documentations.
* Developing training programs for the people in sales team.
* Fimiliar with B2B and B2C business includes organising sales  visits demonstrating and presenting products.
* Responsible for managing the Sales, Inventory & Stock Control.
* Preparing Sales Policies and Marketing Strategies by consulting with the top management.
* Planning sales strategies with the sales team and subordinates , for achieving sales targets by conducting

regular meetings and seminars.

* Analyzing the sales by territory, by customer type, by product / line, by salesperson.
* Working with HR Dept. to conduct training sessions to newly recruited sales associates.
* Keeping a record of the employee productivity of the team members. Evaluating them time to time.
* Handling Important Sales related issues , by printing stock control reports on regular basis.
* Participated in meetings / seminars for promotional issues .
* Incharge for opening the new outlet of meed store with the proper planning and survey.
* Preparing sales summaries and target achived reports.
* Working closely with Accounts dept. to prepare profit & loss reports for the Area.
* Over all responsibility of running promotional campaigns.
* Over all responsibility of Inventory losses for 11 branches.
* Getting marketing research developed to help the company meet its target.
* Managing the team of 70+ persons (Area sales coordinators,store managers,store supervisors & salesmans
* Developing training programs for the people in sales team.

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|  ***Area Sales Coordinator******Meed Trading Est (Mawarid Group) Riyadh, K.S.A Nov 2002 to Apr 2004***  |

* Promoted to Area sales Coordinator from store manager after I accepted a challenge to run an outlet successfully which company wants to close due to losses.
* Record of very good revenues and inventory results.
* Maintaining the stock level.
* working with the store managers of riyadh area in generating the revenues.
* working with store managers of riyadh area for the control on inventory losses.
* Weekly marketing research done, to be submitted to top management.
* Daily Sales Deposits for the whole Area.
* Keep an eye on fast moving items in the stores ,never to run out.
* Helping the store manager in preparing the requisition.
* Providing the stock on hand list from the warehouses to branch manager and following it with them to place proper order.

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| **Personal Profile** |

Nationality : Indian

Religion : Islam

 Marital Status : Married

Languages Known : English, Arabic, Hindi, Urdu

License : Having valid Indian driving license