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| **Zia** **Zia.7156@2freemail.com**sales, Marketing & Business Development ProfessionalDubai - UAE |
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Dear Sir/ Madam,

Thank you for taking your valuable time to read and review my cover letter

Experienced Sales, Marketing and Business Development Professional for Industrial products

Having achieved my goals in my career of Sales & Marketing, I am interested in expanding my horizon by seeking new challenges

For the past 10 plus years, I successfully contributed in building and leading the company to profitability and growth

Facing challenging responsibilities with creative dynamism centered on innovation, profit and client relationship is my fundamental focus

My expertise includes new business development, strategic sales & marketing, building strong relationship with new-existing clientele

Knowing the importance of Fund flow, close follow up with clients to collect the receivable

Operational management and general administration including procurement and logistics

I considered myself as a confident and result oriented professional with high levels of energy and sense of professionalism contributing towards growth and profitability

In interest of an opportunity in your organization, I am enclosing my resume for your kind perusal and consideration and look forward for a personal interview for discussing my experience and qualifications and your hiring objectives

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| **Zia** **Sales, Marketing and Business Development Professional** | C:\Users\lenovo laptop\Desktop\_AMR2745 copy.jpg |
|  | **ACCOMPLISHMENTS** |  |
| * Effective Sales & Marketing Planning Skills
 | * Good Organizational & Management abilities
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| * Business Development - Client Relationship
 | * Interpersonal Skill, Self-starter & Results-oriented
 |
| * Sales Presentation & Communication Skills
 | * Resolving Collection/Payment related issues
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| * Team Player & High Level of Initiative
 | * Strong Problem Solver - Business Acumen
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|  | **Experience & Job Profile** |  |

**arcelormittal DSTC FZCO (ARCELORMITTAL distribution solutions)**

One of the major and leading stockholding and distribution company in MENA region for structural steel and other steel products

The company attained high level Vertical Integration in the region as one of the market leader for projects and stock sales with the help of technically advanced products from its own mills at one end and value chain to distribution from mills across CIS, Asia(South/Pacific) and other regions

Dedicated divisions and workforce for Construction, Oil and Gas/Energy and Manufacturing segments to established ArcelorMittal’s regional presence and state of the art and strategic location in Dubai(UAE) suitable to meet customized(compile) steel requirements

**Sales Manager – arcelormittal DSTC FZCO (February 2014 - Present)**

* Pro-actively taking initiatives for achieving pre-defined monthly and annual sales targets by identifying and securing opportunities with existing and new clients for continuous improvements
* Leverages exemplary communication and in-person meetings with existing and new clients to establish presence for fostering strategic relationship
* Analyze regularly on international and local competition prices and recommends to senior managements for stocking and pricing strategy and marginality required for current/incoming inventory for competitive developments and performed satisfactory merchandising techniques
* Experience and knowledge of contractual agreements in technical and commercial lines
* Ensuring required pre-sale and post-sale support for fulfilment of contractual obligations for better customer satisfaction all the time and retaining customers
* Adept at working effectively as a cross-functional team member and individual contributor
* Incorporated and ensured business processes and work flow as per group Compliance, Credit/Finance and HSE policies with customers and within team members and other departments

**ATTIEH STEEL COMPANY LTD. (Flagship Company of Attieh Group - KSA)**

Operating across MENA region and experience in steel industry for 60 years, Attieh Steel Co Ltd. has developed itself as a major steel stockiest/supplier in the MENA Region

UAE Operations includes independent and fully-fledged facilities for Structural Steel, Deform Steel and Coil center

**Senior Sales Executive - ATTIEH STEEL COMPANY LTD. (May 2011 - January 2014)**

* Create sales and marketing strategy and written action plans based on the knowledge of the organization’s objectives, market characteristics, cost and mark-up factors
* Ability to think creatively and develop innovative strategies with a good knowledge of standard forms of building contracts
* Successful in building long-term client relationship by communicating effectively, creating trust and responding immediately to client concerns
* Learn and interpret matters of a technical and commercial nature regarding products and customer transactions
* Plan, organize and execute aggressive sales calls for the week ahead and for the entire month
* Support new business generation by creating alternatives which improve chances of penetrating and deepening relationships and winning new business
* Developing and building strong strategic client relationship with parallel focus on retention of existing ones

**Bhatia Brothers LLC, Dubai, UAE**

One of the oldest and leading local Business House, well known for products like Metals, Pipe & Fittings, Compressors, Generators, Industrial Chemicals and an array of other Workshop Tools, Equipment & Machineries

**Sales & Marketing Executive Bhatia Brothers LLC (Aug. 2007 - March 2011)**

* Directly reporting to the Senior Management for target achievements and business growth.
* Engage mainly in identifying new potential customers and securing new niche markets and product ranges to suit specific markets within the region.
* Participating actively in local exhibitions to get brief with new products and to discover the real needs of end users or customers. Also, constantly monitoring competitor activities
* Following up with customers for payment collection and gathering service feedbacks
* Maintaining customers sales record and developing rapport with them to ensure repeat business
* Consistently surpassed all revenue targets while increasing client satisfaction across all metrics
* Preparation of MIS Report for the team and self along with other reports like Stocking, Local Purchase, Debtor Ageing, Collection Plan for the Team and self.
* Liaise with MIS Team and Accounts department on the above reports

**AdminISTRATION, procurement and operational Duties**

**(With present and previous Employer)**

* Thorough knowledge of current practice and developments in relation to relevant aspects of the procurement and procurement related business
* Drive towards procuring the highest quality of construction & industrial materials at cheapest rates and
* Address to customer and supplier inquiries on order status, changes or cancellations.
* Constantly communicate with suppliers to accelerate deliveries and resolve shortages, missed or late deliveries and other related problems
* High level of communication skills, both verbal and written, including the ability to compile reports for senior managers in relation to complex technical and contractual matters in a logical, clear and concise manner
* Liaise with Warehouse and Logistics Dept. for the appropriate storage and on time delivery

**Nizamabad District Cooperative Central Bank (NDCCB)**

Joint venture of National Bank of Agriculture and Rural Development (NABARD), The Reserve Bank of India (RBI) and the Central Government of India, which provides financial assistance to the agricultural sector and delivers banking service to general public

**Accounts Assistant (June 2004 – April 2007)**

* In charge for preparing and presenting basic books of accounts including cash book, bank book, petty cash book as well as posting entries and reconciling revenues.
* Have good understanding of corporate accounting policies and procedures.
* Controlled petty cash payments and ensured consistency on preparing vouchers.
* Monitored payroll section and coordinated with external auditors on routine financial transactions.
* Maintained records of stationary purchases and reconciled the same at month end

**EDUCATION & TRAINING**

* **Bachelor of Commerce**, Osmania University, Hyderabad, India

(Year of completion: 2003)

* Attended various In-House training programs on Compliance, Client Relationship Management, Business Development, Inventory Management, Operations-HSE & IT

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 16th June 1983

Marital Status : Married

Visa Status : Employment Visa

Nationality : Indian

Driving License : UAE, Light Vehicle

Languages : English, Hindi, Urdu & Telugu