**Shoeb**

**Shoeb.236131@2freemail.com**

**Objective**

To work with an organization offering a responsible, challenging and creative work profile,

Conducive work culture and a continuous learning environment

**Professional Experience**

Al Rabeh, Heavy equipment Spare parts llc, UAE

Trainee Sales Executive 25th April 2015 to 25th May 2015

* Working in teams, maintaining customer relationship, coordinating with different departments.
* Maintaining adequate inventory levels, ensuring future parts availability
* To maintain contact with customers after purchase to ensure customer satisfaction.
* Handling stocks and inventory management systems
* Reviewing sales figures, costs and stock to ensure budget benchmarks are met.
* Generating Lost Sale Report in DMS
* Communicating with customers and vendors in multi-cultural environment.

Anti-Piracy Software Private Ltd Mumbai, Maharashtra India

Sales Executive, February 8th, 2012 to Nov 11th 2014

* Involved in consultative sales and business development.
* Have a proven track record for meeting goals and deadlines.
* Using analytical and negotiating skills to firstly asses a client’s needs, suggest a package for them and then sell it to them.
* Responsible for producing sales analysis reports and forecasts for senior managers.
* Bringing in new business to the company and serving the needs of my existing clients.
* Cold calling companies via phone to generate leads and prospects.
* Negotiating, selling and closing opportunities.
* Preparing monthly performance report.
* Involved in campaign management, product development and developing marketing strategies.
* Collecting feedback from customers about the product they have bought.
* Making phone calls to customers.

**Key Skills and Competencies**

* Using mannerisms that will project a positive and professional image.
* Grabbing a customer’s attention in a face to face meeting.
* Measuring performance after every sales meeting.
* Dealing with sales back logs.
* Managing sales activities.
* Planning beforehand to any customer objections and having answers ready.
* Knowing the right time to close a sale.
* Able to sell to new businesses as well as start-ups.
* Giving polished sales presentations.

**Personal Skills**

* Enthusiastic and self motivated.
* Quick learner and has the ability to quickly adjust to new situations.
* Ability to work under pressure in a competitive sales and marketing environment.
* Willingness to take immediate responsibility.
* Excellent time management skills.
* Coachable and willing to help train and develop other staff.

**Educational Qualification**

Certificate in Tally Champs ERP 9 Bachelors in Commerce (Final Year) 2010

InfoTech Computer Education Amravati University

Mumbai India Maharashtra