Mohammed

[Mohammed.246665@2freemail.com](mailto:Mohammed.246665@2freemail.com)

RESUME

CAREER OBJECTIVE

To be a part of organization with a leading corporate of hi-tech surroundings accompanied with committed & dedicated people, will help me discover myself entirely and realize my potential. I am enthusiastic to work as a key player in a challenging & inventive environment.

* Exceptional written and oral communication abilities.
* Proven leadership and skills.
* Goal oriented.
* Typing: 30 wpm
* Proficient with Word, Excel and PowerPoint, Internet browsing.

**EDUCATION QUALIFICATION**

Passed the secondary school certificate in the year 1988

Passed Intermediate certificate in year 1990

## TECHNICAL SKILLS

Operating Systems : XP/win 2000/2007

Application Packages : Microsoft Office

(MS Word, MS PowerPoint, MS EXCEL, )

**EXPERIENCE**

Worked as Medical sales representative at owaisi hospital

Worked as sales representative for Zaharan operations and Maintenance Company for hospitals from 2000April Till 2010 December

**Job Profile**

Day to day marketing and generating leads from hospitals for general and medical maintenance.

**Company**

Worked as Sales Executive with Dana Furnishing, Group for office Furniture (Saudi Arabia) from 2010 April till 2014 November.

**Job Profile**

Day to day Marketing and generating leads, dealing with interior designers and architects, for Modular office furniture, Office chairs And Other Office furniture

**Presently Working**

Working as Sales executive with Royal Collections, dealing with Corporate Modular furniture from1/12/2014 till date.

**RESPONSIBILTIES**

* Attending the queries of existing and new customers and solving the queries
* Handling the calls professionally and delivering the satisfaction online
* Targeting new customers
* Receiving customer’s calls and convincing them to use our products
* Establishing the contacts with customers
* Submitting daily sales report to my immediate boss
* Generating potential sales leads
* Maintain contact with customers
* Managing and updating client profiles
* Involvement with operational issues
* Submitting weekly sales report
* Presenting sales report activities on quarterly basis
* To make standard operation procedures
* Planning and revising contact reports
* Maintain contact with customers and obtained follow up business
* Personally handle high profile customers
* Develop sales methodologies in conjunction with the team
* Follow up with client Post Sales to ensure satisfaction and on-going business
* Communication with vendors to build up the best solutions
* Maintain existing customers
* Develop business in existing clientele
* Submission of rates to existing/new customers
* Managing and updating client profiles
* Follow up outstanding payments
* Regular visits to customer base

**Personal Profile:**

**Date of Birth: 05-06-1971**

**Marital Status: Married**

**Religion:**  Islam

**NOTE**: **Having valid Gulf driving license**

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