Syed

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**Objective**

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of sales and administration.

**Summary**

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meeting targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

**Work Experience**

**Organization –**  **CCIC Doha Qatar Experience- 1 Year,1 Month**

**Designation – Administrator**

**Roles and Responsibilities –**

* Upkeep & maintenance of site office, Labour Colony & Guest Houses.
* Ensuring availability of adequate lighting, water, telecommunication, email, fax, computers etc.
* Liasioning & maintaining Cordial relation Electricity Board and Local administration, telecom authority.
* To ensure no adverse comment received.

**Organization – CCIC Abu Dhabi UAE Experience- 4 Months**

**Designation – Administrator**

**Roles and Responsibilities –**

* Managing clerical or other administrative staff.
* Organizing, arranging and coordinating meetings.
* Sorting and distributing incoming and outgoing post.

**Organization – Bhavishya ventures. (bhopal, india) Experience- 1 Year**

**Designation – Sales Executive**

**Roles and Responsibilities –**

* organising sales visits
* demonstrating and presenting products
* establishing new business
* maintaining accurate records
* reviewing sales performance
* negotiating contracts and packages

**Organization – Sai Associates- car loans (Bhopal, India) Experience- 10 Months**

**Designation – Sales Executive**

**Roles and Responsibilities –**

* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Record sales and order [information](http://www.jobawareness.com/chief-information-officer.asp) and report the same to the sales department.

**Academic Details**

* Higher Secondary.
* One year diploma course in draughts man civil.

**Auxillary Skills**

* Appropriate knowledge of MS Word, Excel and Power Point
* Effective Web Browser
* Appropriate knowledge of all softwares

**Personal Details**

* Date of Birth : 27th December 1992
* Marital Status : Married

**Declaration**

I hereby certify that all the information provided above is true to the best of knowledge and belief.

Place: Bhopal

Date: