**Sales &Marketing Manager**

**MAHABOOB**

Email: mahaboob.379830@2freemail.com

CAREER OBJECTIVES

Seeking a responsible and challenging position in Product Sales & Marketing, Manpower Business Development which can utilize my potential to us extent in dynamic organization where there is a need to share broad cooperative efforts through sound planning, creativity for the all round development of the organization with constraint in professional.

**SUMMARY OF QUALIFICATIONS**

Sales & Marketing Manager, Business Coordinator, Human Resources Officer and Executive Secretary with 12+ years of comprehensive experience in Product Sales & Marketing, Manpower Business Development. Executed sales products of Electronics and Homeneeds in ground level, Supplied Manpower to the Industries, Organized Recruitment Process, Prepared Payroll Comprehension. Proven experience collaborating with Top Management to conduct HR strategic planning in order to support further corporate goals. Demonstrated experience initiate cost containment strategies resulting in significant savings.

Possess broad knowledge of Marketing and Human Resources in a verity of sectors and fortune 100 more companies with a large number of exempt/non-exempt employees outsourced from Professional Employer Organization. Technically proficient in Microsoft’s Access, Excel, Word, PowerPoint, InfoPath, Publisher, Photoshop, Outlook, Internet, Windows and Operated Applicant Tracking System Modules.

|  |  |
| --- | --- |
| * Marketing Strategies & Campaigns
* Corporate Communications
* Distribution Channel & Client Relation
* Talent & Performance Management
* Plan Formulation & Result Generating Execution
* Creative Team Leadership
* Product Positioning & Branding
* Focus Group & Market Research
 | * Sales Collateral & Support
* New Product Launch
* Administration Functioning
* Verbal/Written English, Interpersonal Skills
* Payroll, Ledgers & Financial Reports
* Executive Support, Secretarial Expertise, Excellent Presentation
* Computer Operating & Self-Driving
 |

**SKILLS/STRENTHS**

**EDUCATIONAL ATTAINMENTS**

**1. MASTER OF BUSINESS ADMINISTRATION (MBA)** in International Business

 **ALAGAPPA UNIVERSITY,** Karaikudi, Tamil Nadu, India

**2. BACHELOR OF COMMERCE (B.Com)** in Financial Accounting

 **SRI VENKATESHWARA UNIVERSITY,** Andra Pradesh, Tirupaty, India

**3. DIPLOMA IN COMPUTER APPLICATION** in Database Management

 **BCIT COMPUTERS,** Hyderabad, Andra Pradesh, India

**PROFESSIONAL EXPERIENCE**

**INDIA MART PVT. LTD.,** Bangalore, India  *Sep2015 ~ Present*

**Marketing Department - Area Sales & Marketing Manager**

India Mart is online based marketing company operating from Bangalore, India. We are the mediator to clients and customers. I am appointed as Area Sales Manager an area of Rayalaseema Region in Andra Pradesh, India. I am incharge to execute business functions at ground level in Kadapa and Chittoor Districts of AP . We sold & marketed Electronics and Homeneeds Products by the online booking and directly taking orders from customers and venders. We generated and listed clients, suppliers, vendors and customers. We built strong strategies for grown up company, clients and customers satisfaction.

* Led 8 members sales executive team from four districts to achieve targets in ground level and successfully implemented and executed targeted milestone plan in ground
* Managed the receipt, handling, and escalation of all sales inquiries
* Received and coordinated all sales inquiries in line with the company’s sales process
* Monitored the status of all live inquiries to ensure and inquired actions are completed in a timely professional manner and escalated to the MD when required
* Ensured that all quotes and associated files are linked to an inquiry
* Followed up sales activities with clients & potential clients
* Chased and analysed the reasons for failure to turn an inquiry into a new order
* Monitored company sales performance, created and implemented a Marketing and PR strategy
* Administered the preparation of quotes and chased outstanding quotes to agreed timescales
* Reedited check all potential new clients prior to completion of a quote
* Liaised with the sales team to capture all necessary information for quotes and to manage the dispatch of quotes to agreed timescales
* Created a marketing and PR strategy for the company to be approved by the directors
* Implemented a marketing and PR strategy and plan for specific areas of business as launched
* Coordinate the market and client news in order to produce sales leads, brief staff and have a repository of live information and reporting to the top level management.
* Cultivated marketing strategy and identified best use of human capital resources to deliver customized client solutions and possessed good governance for success
* Conducted every day evening telephone conferences with sales personnel to know daily business progress and attended sales and marketing, operations, staff and management meetings for review

**PROFESSIONAL EXPERIENCE**

**SUPPLY & SUPPORT SERVICE SYSTEMS CO. LTD.,** Al-Khobar, KSA *Feb2010 ~ Jan 2015*

**Administration Department - Business Coordinator**

Incharge for Manpower Functioning for projects requirements in Kingdom of Saudi Arabia, nearly 500+ manpower recruited and supplied to ARAMCO, SABIC, SCECE and other government projects. Operated Manpower Outsourcing from Local Manpower Establishments, Managed Mobilization and Demobilization Process. Organized emp. Payroll, Invoices and Ledgers, Recruitment and Hiring Supports.

* Contracted Global recruitment agencies for manpower recruitment. Meanwhile Multilink, Global Consultant, Akbar Travels ect.. from India, Allied Service Int’l pvt., Pakistan, Annapurna Int’l Service, Nepal, From PhilipineYureka, September Stars, Manila Recruitment Agencies.., 2ways SP Z.O.O, Poland, Anzmena, Queenland, Harley Medical & Visa Service, London, Cedarjet travel & cruise, Astralia, Clubviews staffing solutions CC, SauthAfrika, ect..
* Mobilized manpower to different industrial contractors on hourly basis in Saudi Arabia. Respective clients are GAMA Industry, SGB Dabal, Nesma& partners, McConnel Dowell, Kil Jin Kang & Partners, SAACO, Petrofac, MMG group, Samsung, Petrol Steel, Gas Arabia, OCC, Zamil Steel, Global Suhaimi, Al-Bilad, Solb Steel, Laser &Terbo, JGC Arabia, Yamama Cement, Al-Rajih steel ect.. in Saudi Aramco, SABIC, SCECO’s Projects.
* Generated manpower business opportunities and RFP’s through customer contact to meet company’s business plans and growth strategies.
* Collaborated with company management to prepare and implement the company’s marketing and manpower business development plan, strategy for meeting business goals and served as key member of the executive team.
* Track and reported current status of potential projects, markets, customer news, and preparation of RFP’s, Pre-Qualifications, Presentation.
* Organized business contract with clients, contractors, vendors, supplies & employ contracts.
* Outsourced manpower coordinated /consulted with local-market PEOs, international recruiters, found candidates on web-search, screened resumes, verified certificates, consulted agencies.
* Generated client/venders, resource suppliers, outsourcing partners’ database and produced daily/weekly/monthly Manpower Status Report.
* Assisted in determining the best resource strategies to fill the various vacancies in-hand, considering market analysis and facilitates focus group meetings to gather information.
* **Designed performance linked bonuses to measure individual performance p**aying out bonuses.
* Operated visa processing system and administrated to process employee legal documents.
* Prepared salary & OT reports, Invoices, Timesheets, Payment & Receipt vouchers, Quotations, Purchase Orders, RFPs, Debit & Credit Notes, Manpower Reports, Journals, Ledgers, and other Financial Statements.

**GRANITE CONSTRUCTION COMPANY LTD.,**Ruwais, Abu Dhabi, UAE *Aug2008 ~ Mar2009*

**Ruwais Oil Refinery Plant Project - Human Resource Officer**

The main contractors M/s Technomont constructed Pipeline Project and M/s Technocost constructed Civil Project in Dubai Oil Refinery Plant. Granite Construction Company is subcontractor for both projects, provided manpower and logistic services. More than 2,000 manpower utilized those projects. Appointed for Manpower in-charge at site office and reported to project &HR director. Organized providing employees necessities, arranging legal documents, getting performance feedback and forwarding to the head office. Maintained Human Resources Information Systems Reports, Manpower Outsourcing Reports.

* Administrated and arranged to process employee legal documents of residence/work permits, chamber, licenses, insurance, registration, gate passes and vehicle stickers.
* Developed o**pen book management style** sharing information about contracts, new clients, management objectives, company policies, employee personal data etc.
* **Designed performance linked bonuses to measure individual performance p**aying out bonuses.
* **Formatted 3600 performance management feedback system** solicited feedback from seniors, peers and subordinates for collecting performance feedback and forwarding to Head Office.
* **Identified leader among performers in team by defined performance metrics data collection and informed to the top level management.**
* Resolved problems by Employee Counsel Services, min friction max contentment maintained.

**JERAISY COMPUTER AND COMM. SERV. CO.,** Dammam, KSA*Jun2002 ~ Mar2006*

**Saudi Aramco Workstation and Maintenance Project–Executive Secretary**

Appointed to Project Administration under the supervision of Project Manager I was operated administration functions, client consultants and organized processing of employee legal documents of residence/work permits, chamber, licenses, insurance, registration, gate passes and vehicle stickers.

* Coordinated warehouse in-charge for distribution of materials in the field.
* Monitored and audited project book of accounts, inventory and shipment issues.
* Vehicles, mobiles, utilities, benchmark exercises issued and maintained, processed new joiners’ induction, relieving formalities, and arranged travel/transport/housing.
* Organized project events, directed calls, scheduled meetings, taken minutes, communicated key information, and corresponded among Aramco, Jeraisy, local venders, telecom, travelers.
* Managed documents/files, developed database soft/hard copies of mails and needed signature in office, prepared routine correspondence, reviewed process documents for in/out responding.
* Drafted reports of minutes of meeting, field change sheet, query, instruction, technical memo, electronic transmittal, punch list, finishing schedule, construction/redlined drawing status.
* Corresponded among the clients, subcontractors to process work-needs & coordinated work-goals.

**JAPAN GAS CORP. ARABIA LTD.,** Hawayah, KSA *Apr1999 ~ Feb2002*

**Saudi Aramco Hawaya Gas Plant Project –Archive Clerk**

Appointed to Engineering Dept, Secretary and I was managed office space and documentation, property, flow of information, scheduled meetings and conferences, taken minutes, directed calls, arranged appointments, organized with client parties, handled admin tasks , and distributed information through media like phone, mail, emails. Documented Civil, Mechanical, Electrical, Instrumentation engineering standards and specifications, isometric drawings, redlined as-built drawings, material specifications of ASTM, AEMS, IMS, ISO, SAES, JERES, ACI, NECE, NEM etc..

* Corresponded among JGC, client Aramco, subcon. CCC & others and coordinated work-goals.
* Received & issued documents, drawings and electronic data to the client and subcontractors raising by documents technical transmittal numbers followed by documents type ad discipline.
* Received documents properly checking and distributed to the concern department for review.
* Returned rejected or commented documents to contractors for rectification and resubmission.
* Submitted accepted documents to the client for approval.
* Received and submitted electronic documents of pdf.files in CDs, DVDs, USBs, HardDisks.
* Managed documents/files, developed database soft/hard copies of mails and needed signature in office, prepared routine correspondence, reviewed process documents for in/out responding.
* Developed electronic forms, MCC package for definition of scope and walkthrough inspection.
* Drafted reports of minutes of meeting, field change sheet, query, instruction, technical memo, electronic transmittal, punch list, finishing schedule, construction/redlined drawing status.

**CAREER ACHIEVEMENTS**

4S Management Awarded Best Administrative and Business Development Coordinator in Human Resources, Significant Cash-pay with Appreciation Certificate for Superior Executive Services.

JCCS Management Awarded Best Administrative Organizer, Significant Cash-pay with Appreciation Certificate for Superior Executive Services in Successful Completion of Project.

JGC Management Awarded Best Secretarial Expert, Significant Cash-pay with Appreciation Certificate for Superior Services in Successful Completion of Project.

**References:**

1. Abdulaziz Al-Moushegah, President (4S Co. Ltd.)
2. GraciaseHanak, HR Director, (GCC Ltd)
3. Mr.Mohd.Siraj, Project Manager, (JCCS Ltd)
4. Mr.ShoheiYoshiya,Project Engineering Manager, (JGC Arabia Ltd)

**Passport Details**

Place of issue: Hyderabad

Place of renewal: Riyadh (KSA)

Date of Issue: 12thDecember 2012

Date of Expiry: 11thDecember 2022

**Personal Information**

Language Known: English, Hindi, Telugu, Urdu & Arabic (basic)

Date of Birth: June 05, 1976

Nationality: Indian

Religion: Muslim

Marital Status: Married

Residing at: Hyderabad, India

**Declaration:**

I hereby certify that all the information given by me in the form of curriculum vitae is correct and complete to the best of my knowledge and belief. I have not concealed any information which might impair my fitness for employment. The primary object is continued career development in a post of greater potential and responsibility, which will provide stimulus to further growth.