A B D U L L A H

S A L E S & P R O J E C T C O O R D I N A T O R

E X P E R T I S E



* Business Development
* Sales and Marketing
* Accounts Management
* Budget Planning
* Office and CRM Skills
* Negotiation
* Attention to detail

E D U C A T I O N



2010

**Bachelor of Commerce**



LUCKNOW UNIVERSITY -

INDIA

2007

**Higher Secondary**



UNITY COLLEGE – INDIA

2005

**High School**



INDIAN SCHOOL – AL AIN

S O C I A L





**Abdullah.383643@2freemail.com**



**Sharjah, UAE**

P R O F I L E



Seasoned business executive with executive positions in sales, marketing, business

development, customer service, public relations and investor relations. Deep experience of more than 6 years across a range of industries, including IT, construction and

facility management .

Throughout his career, Abdullah has established a strong reputation for consistently high-quality performance, accessibility and open, forthright communications with all clients. He is known for his extraordinary presentation and business development skills

E X P E R I E N C E



**Sales & Project Coordinator**



JVC SEVEN HILLS TECHNICAL SERVICES LLC

(DUBAI-UAE)

Feb-2017 – May-2018

**Sales & Operations Executive**



MOON INFOSYSTEM (LUCKNOW – INDIA)

Jun-2013 – Nov-2016

**Marketing Executive**



RUNNING WATER CREATIVE STUDIO PVT. LTD.

(LUCKNOW – INDIA)

Mar-2011 – May-2013

P E R S O N A L

D E T A I L S

Date of Birth: 03-12-1988

Nationality: Indian

Gender: Male

Marital Status: Married

Visa Status: Long Term Visit Visa

Availability: Immediate on Offer

L A N G U A G E S K N O W N

Arabic: Basic

English: Expert

Hindi: Expert

Urdu: Native

J O B R O L E S



**SALES & MARKETING**

Mapping potential customers and generating leads for the company.

Coordinating with the fellow employees to ensure that departmental functions and objectives are achieved efficiently. Coordinating and supporting the Sales Manager in external sales activities.

Dealing and assessing all incoming sales enquiries from clients (email, phone and visit)

Responding to complaints from customers and providing after sales support when requested.

Generating sales reports.

Responsible for sales and operations of facility management section.

Involved in promoting business, company name, products and services.

Brand Marketing.

Email Campaigns, Social Media Marketing, Promoting business

through mailers.

Database Building.

Market Research and Analysis.

Managed entire product marketing cycle - Planning and applying the use of various sales strategies.

Monitoring the team’s progress, identifying shortcomings and proposing improvements.

Delivering the product along with basic product training to the clients.

Educating the new prospects about the product details and supporting the marketing department’s initiative.

Tracking all marketing activities for ROI and reporting to the Managing Director.

**PROJECT COORDINATION**

Assisted in procurement process.

Ensured service fulfillment using a strong attention to detail and work well with personnel to resolve issues with maintenance and renovation.

Invoice preparation and debt collection.

Analysis of tenders of big project.

Assisting the project manager in reviewing quotations; ensuring approval of fair and reasonable pricing.

Keeping the Project Manager well informed regarding project issues and status.

Coordinating with structural engg. and project manager to understand the employee distribution on the site.

Visiting the project sites to ensure that the works are done properly in accordance with contracts.

Oversee overall financial management, planning, systems and controls.

Organization of fiscal documents and regular meeting with the Managing Director.

Coordination and communication between Support Services (HR, IT and Accounts), and business functions.

Proof reading the contracts and agreements and analyzes the contents of the pros and cons of the contract. Ensure adherence to laws and policies.

**OPERATIONS EXECUTIVE**

Checking the products for approval from the customers. Debugging the websites, CRMs and ERPs before delivering them to the clients.

Content writing for different websites and forums.

Preparing and revising quotations.

Invoicing and collection of payments.