

**Mufeez**

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**Objective**

* Sales Executive with strong experience in Large Account Management, P&L responsibility and leading high-caliber sales teams.
* Strong customer advocacy, communication and cross-group collaboration skills. Industry experience across ISV Platforms, Mobility and Storage Sales.
* To use my experience and skills for the development of organization and myself and also to establish myself as the best worker in growth and Prosperity.
* Keeping track of repeated customers, their likes and dislikes and their contact information.
* Anticipating customer responses.

**Bachelor Of Business Administration.**

* B.B.A from national institute Nagpur Maharashtra 2018

**Work Experience**

Sales Executive

13th Jul 2016–13th Jul 2017

* Assist customers with product selection and queries
* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centers month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* Maintaining AD stock as per norms, Document collection, Provide daily updated data to AD., Promoting the Brands & Encouraging the Sales through various Promotional Activities (CBYs, Van Activity etc.), establishing a healthy relationship with retailers, effectively handled the Retailers Claim Settlement, Promoting Sales through Visibility in my area.
* Inspected merchandise for quality and quantity
* Handled inventory and stocks

Area Sales & Service Manager

Aug 2017to June2019

* Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, networking with different stake Holders and organization.
* Getting order through buying house and export house
* Proper execution of order and dispatch it on time.
* Follow up for payment.
* Develop new sample for client.
* good relation with client.
* Inspected merchandise for quality and quantity

**Education**

* Graduated with a 65%GPA.
* H.S.C with 66% from Mumbai university
* S.S.C with 64% from konkan division

**Abilities**

* Ability to create and maintain effective business relationship with customers.
* Ability to work flexible hours.
* Excellent interpersonal and coordination skills.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.
* Listens instruction’s actively and acts quickly.

**Computer Skills**

* Operating System: Windows XP, 2007, 2010.
* Additional Tools: MS-Office, Advance Excel (Pivot table, Vlookup), Power point.
* Communication and collaboration tools:-slack, Skype etc.
* Web and Social Skills.

**Personal Information**

* Date OF Birth:-25th Sep 1995
* Marital Status:-Married
* Nationality:-Indian
* Languages Known:-English &Hindi, Marathi.
* Self-Assessment:-Ambitious and Eager to learn, Assertive,

**Declaration**

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

Mufeez