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| [sohail-394199@2freemail.com](mailto:sohail-394199@2freemail.com)  Offering **nearly 12 years** of experience in **Business Development, Sales & Operations Management**; focused and goal-oriented professional targeting assignments as Business Development Executive with an organization of high repute  Location Preference: **GCC**    **.**  urabh Gupta  Commercial Manager  SOHAIL | |
| Executive Profile   * **Proficient in managing and coordinating Business Development Functions & project support services of Document Control Centre** in Project Control Department with special attention towards the Quality Management System * **Researching organisations and individuals** online to identify new leads and potential new markets * Researching the needs of **other companies** and learning who makes decisions about **purchasing** * Contacting potential clients via **email** or **phone** to establish rapport and set up meetings * Planning and overseeing new marketing initiatives, also Attending **conferences, meetings, and industry events** * Preparing **presentations** and **sales displays** * Contacting clients to inform them about **new developments** in the company * Developing **quotes** and **proposals** * Developing **sales goals** for the team and ensuring they are met * Generating **business opportunities** by continuously following-up with the customers to understanding their business needs and requirements * Build **relationships** and ensure that long term business relationship with key customers is developed and maintained * Communicate with the internal pre-sales **department managers** to identify the customer needs and finding the **appropriate solutions** for them in order to close the deals * Discuss with the Operations Manager on **profit margin**, market price trends, and variation options to influence sales growth * Conducts **significant direct** contact with customers * Actively participates in **sales calls** and **presentations** and Responsible for all client communications * Works to customize **quotes and proposals** and to coordinate resources across divisions * Prepare **weekly sales, Monthly Sales, Quarterly & Annualy reports** to be presented to management. * **Manage, track and steer joint plan** on quarterly basis * Creating and maintaining a **list/database** of prospect clients; maintaining database (**Salesforce, CRM, Excel, etc**.) of prospective client information * **Cold calling**; making multiple outbound calls to potential clients; closing sales and working with client through closing process * **Building business relationships** with current and potential clients * Working closely with other teams to develop new business   Previous Experience Responsibilities   * Was Active member of **(TATA) Croma** and managing a **team of 10 Brand staff** * Received **Best salesperson Award** thrice from Tata (Croma Phoenix lower Parel) in 2010, 2011, 2012 * **Skilled in controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation** produced by technical teams, projects or departments in a timely, accurate and efficient manner * Proficiency in exploring **potential business avenues & managing marketing & sales operations** for achieving the business targets * **Expertise in preparing written documentation & correspondence**, evaluating incoming & outgoing correspondence and preparing responses as appropriate; maintaining follow-up with administration of project sites for daily reports * Managed large integrated teams and **provided leadership direction** to them * Strong **exposure of process & principles of company's document lifecycle procedures,** electronic data management systems, supplier document controls, electronic filing systems and technical library   Education & Credentials   * 2010: **B.Com. from Mumbai University** * 2019: **Diploma in Business Management from Indian Institute of Business Management**   IT Skills   * **Course completed**: **Hardware Maintenance Course** from Habib Technical Institute with 2nd Class * **Windows 98, MS Office** (MS Excel & MS Word) * **Outlook and ERP 2X Clients** and **Software & OS installation** | Key Impact Areas    Electronic Document Managing System  Project Administration  Client Interaction  Document Imaging & Archiving  Quality Control (Completeness & Accuracy)  Team Building & Leadership  Reviewing & Preparing Statistics & Reports  Coordinating Business Devp Functions  Soft Skills    Communicator  Analytical  Decision-making  Motivator  Key Skills |
| Growth Path  **Hansa Outsell**    **2015- 2019**  **2014-2015**  **2010-2014**  **2008-2008**  **2008-2009**  **Hans Motors** | |
| Professional Experience  **Since Apr’15: Muscat- Oman as Business Development Executive**  **Key Result Areas:**   * Performing **Business Development stratergies** in line with approved company procedure * **Establishing, implementing, supervising and coordinating the Project Document Control function** for recording, distributing & filing of all project engineering drawing & construction documentation * Downloading all **projects and tender related drawings & documents** from EDMS (Enovia)/ SharePoint / FTP Server and transmitting both in electronic and hard copies to client/consultants/subcontractors as applicable * **Producing high-quality documentation** that meets applicable standards and is appropriate for its intended audience * Spearheading **document archiving, document imaging and maintenance** of document register for Contractual Projects * Managing & **maintaining a Meridian Document and Business Control System** * **Updating different document registers** i.e. supplier/vendor, client and subcontractor * **Providing assistance to engineering personnel** in proper document retrieval * Maintaining **document control center and project filing system** * Liaising with **project management team effectively and resolving problems** & issues related to documentation * Rendering **support to project team** by managing incoming and outgoing project information & documentation on daily basis, while ensuring accurate records are maintained * **Expediting documentation, necessary follow-ups with concerned parties** managing document and taking correct action to guarantee the availability of documents to required timeline   Professional Skills   * Expediting Gaining a clear understanding of customers businesses and requirements * Recording sales and order; processing information and Coordinating with the Management * Providing Reports and reviewing own sales performance, aiming to meet or exceed targets * Coordination with the local sales & marketing staffs, manage daily operation and reporting to the Manager * Identify and recommend solutions that fits customers' requirements * Keep in touch with customers to ensure the services are managed properly   **Highlights:**   * Received certificate of appreciation for: * **Best Brand Staff** for quarter Oct to Dec’10 * **Best Brand Staff** at Lower Parel , High street-Phoenix in Dec’11 * **Best Brand Staff-CMP**   Previous Experience  **Apr’15 to Aug’19: Oman (Business Development Executive)**  **Jun’14 to Apr’15: Mumbai as Operations (Super Escalation Department)**  **May’10 to Jun’14: Mumbai as Senior Sales Executive**  **Oct’08 to Sep’09: Hans Motors, Mumbai as Customer Service Executive**  **Mar’08 to Aug’08: Hansa Outsell, Mumbai as Sales Promoter**  Personal Details  **Date of Birth:** 13th June 1987  **Languages Known:** English, Hindi, Urdu & Marathi | |