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| sohail-394199@2freemail.comOffering **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 reputeLocation 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 AreasElectronic Document Managing SystemProject AdministrationClient Interaction Document Imaging & ArchivingQuality Control (Completeness & Accuracy)Team Building & LeadershipReviewing & Preparing Statistics & ReportsCoordinating Business Devp FunctionsSoft Skills CommunicatorAnalytical Decision-makingMotivatorKey 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 |