**Razi**

E-mail: razi-394528@2freemail.com

Dubai, U.A.E.

**OVERVIEW**

|  |  |
| --- | --- |
| **POSITION** | Sales Coordinator / A d m i n i s t r a t i v e A s s i s t a n t |
|  |  |
| **NATIONALITY** | INDIAN |
|  |  |
| **AGE** | 29 Years |
|  |  |
| **CURRENTLY** | DUBAI, U.A.E. |
| **RESIDES** |  |
| **MARITAL STATUS** | MARRIED |
|  |  |
| **QUALIFICATIONS** | MBA in Marketing (2011); |
|  | MS OFFICE (Word/Excel/PowerPoint/Outlook); |
|  | General Accounting |
|  |  |
| **YEARS OF** | 5 years of relevant UAE experience + 3 years of Sales |
| **EXPERIENCE** | experience in India |
|  |  |
| **NOTICE PERIOD** | Able to join immediately |
|  |  |

**CAREER HISTORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **DURATION** |  | **ORGANIZATION** |  | **POSITION** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Aug. 02, 2017 –** |  |  |  | Sales |  |
|  | Furniture’s Trading, |  |  |
| **Sep. 30, 2019** |  |  | Coordinator |  |
|  | DUBAI, U.A.E. |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Nov. 08, 2014 -** |  | ABU |  | Document controller / |  |
| **July 26, 2017** |  | DHABI, U.A.E. |  | Coordinator |  |
|  |  |  |  |  |  |  |
| **Sep. 05, 2011 -** |  | , |  | SALES EXECUTIVE |  |
| **Aug. 11, 2014** |  | LUCKNOW, INDIA |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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**Career Objective**

To be a challenging and multitasking professional in a dynamic organization that offers genuine room for progression & capitalizes on my strong communication, analytical and innovative skills to achieve company objectives and self- growth in the company hierarchy.

**Job Responsibilities:**

**Sales Coordinator: 02 August 2017- September 30, 2019** (Furniture’s) Trading, Dubai, U.A.E.

* Handling all kinds of Furniture’s Enquiries
* Arranged Pre-sales activities
* Understanding the scope of work within the projects
* Segregating the project for RFQ response.
* Recommend or educate client what product suits their imagination
* Selecting the items as per client requirements, specification and budget
* Arranged outsource supplier of materials from local and abroad.
* Confirmed the L o c a l & Overseas order
* Prepared Commercial Bid (Quotation) for submittal purposes.
* Prepared Technical Data Sheet for tender submittal.
* Responsible for mock-up and product presentation for approvals.
* Prepared sample board / materials submittal and approval.
* Follow-up

**Coordinator / Document Controller: 08 Nov. 2014- July 26, 2017** Abu Dhabi, U.A.E.

**Job Responsibilities**

* Coordinate all activities related to the project including technical documents, drawing and commercial.
* Making Quotations, Technical & also responsible for handling Purchase Orders and Invoices as per project requirements.
* Project supervision for turnkey projects/solution of offices, space planning, designing
* Coordinate with interior designer/clients for design review and preparation of detailed shop drawings for production purpose
* Facilitate meeting with prospective clients and closing the sale.

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* Follow-up clients frequently ones a working relationship has been established.
* Developing relationships with key institutions in target organizations for business-development.
* Engaged with HR/PRO and provide them necessary documents to process joining applications/ Leave forms/ Visa applications and other activities as a back-up support for the office/sites.
* Prepared monthly time-sheets for all the contracting staffs.
* Responsible for all the additional work for the office supply and other operations.

**Sales Executive: 05 Sep 2011 – 11 Aug 2014**

Lucknow, INDIA

**Company Profile:** A Retail showroom for multi-brand cell-phones, accessories andsoftware applications for all kind of Customers.

**Job Responsibilities**

* Interacting with customers & providing them product information’s for selling purposes.
* Assisting customers for choosing best product according to the features as per their expectations & budget.
* Preparing invoices, warranty cards to complete the transactions.
* Responsible for promotional activities during festivals & special occasions.
* Strategizing for the new ideas (canopies/cold-callings/online advertisements) to increase sales.
* Maintaining cash/credit transactions record.
* Preparing sales and stock reports on the basis of daily/weekly/monthly.

**EDUCATIONAL BACKGROUND**

**Master of Business Administration (MBA)**

Specialization

Integral University, Lucknow, India

**:** 2011

: Marketing Management

**Bachelor degree in B.Com**

Specialization

**:** 2009

: Marketing and

Banking

D.D.U University, Gorakhpur, India

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**Personality Traits**

An optimist person with strong capability to work under pressure and ability to motivate the team with my convincing power and hard work.

**Personal Dossier**

|  |  |
| --- | --- |
| **Date of Birth** | **:** 10-07-1990 |
| **Gender** | **:** | Male |
| **Nationality** | **:** | Indian |
| **Marital Status** | **:** | Married |
| **Languages** | **:** | English, Hindi, Urdu |

**Reference:** Available on request.

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