

Mohammed Thajul Ameen

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Job Category	Customer Relations, Administration, Sales & Marketing
Professional Qualification	Master of Business Administration, UK
Current Location	Dubai, UAE
Visa Status	3 Month Visit Visa (Till 23 rd April 2020)

A self- starter and quick learner. Versatile skill set with more than **8 years'** experience in Customer Relations, Sales, Marketing and Customer Service. Recognized skills in mentoring, problem solving and leading teams.

Summary of Skills

- Team Spirited, Good Listener & Fast Learner.
- Research based education skills
- Strategic planning and strategic decision making with stakeholder approach
- Excellent administrative skills experienced at a managerial level both strategically and operationally.
- Strategic thinker with an analytical mind and strong problem-solving skills.
- Creative thoughts to plan, organize and implement given assignments
- Acceptance of change and ability to mingle with different cultures.

Employment History

1. INVESTOR RELATIONS MANAGER

BRIDGEWAY HOLDING, KOCHI, INDIA (MARCH 2018 – OCTOBER 2019)

Company Summary: Bridgeway Holding, is the real estate division of Bridgeway Group which has active operations in India, UAE, Qatar, Saudi Arabia, Oman and Kenya. Bridgeway Holding proposes and promotes asset based investments in Centre Square Mall Kochi and in High quality business establishments.

Job Summary

- Developing marketing strategies to reach potential investors.
- Developing investor confidence and belief in the company's vision and strategy for delivering shareholder value.
- Developing a robust investor relations strategy and framework.
- Create and manage a strong reputation by demonstrating consistent and clear communication between internal and external parties.
- Managing equity research and investor relationships.
- Providing insights on market activity and present them to the leadership team.
- Analyzing and present financial trends, competitor behavior, shareholder issues, and anything else that could impact the business.
- Responsible for overseeing and managing quarterly earnings and conference calls.

2. SALES MANAGER

EURO TECH POLYMERS, KERALA, INDIA (MARCH 2016 – MARCH 2018)

Company Summary: Euro Tech Polymers is a PVC manufacturing company based in Malappuram, Kerala, India

Job Summary:

- Collaborates with Finance and accounts, Internal Auditor and General Manager in establishing and recommending the most realistic sales goals for the company.
- Establishes and manages effective programs to compensate, coach, appraise and train sales personnel.
- Conducts periodic review of media market surveys, customer research, market conditions, competitor data, and implements marketing plan changes in order to identify new potential clients and market.
- Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
- Coordinates development of action plans to penetrate new markets.
- Evaluates sales targets of team, execution plan and accomplishments towards planning results.
- Establish and maintain healthy customer relationships in terms of business promotion.
- Review of credibility of the customers, limit, outstanding, collections etc.
- Provides timely feedback to senior management regarding performance.
- Coordination with other departments.
- Periodical staff evaluation and promotion.
- Reporting to the Finance Head and General Manager.

3. AREA SALES MANAGER

EURO TECH POLYMERS, KERALA, INDIA (MARCH 2013 – MARCH 2016)

Job Summary:

- Manages an assigned geographic sales area to maximize sales revenues and meet corporate objectives.
- Development of new customers and create new markets within the assigned geographical area.
- Initiates and coordinates development of action plans to penetrate new markets.
- Evaluates sales targets of team, execution plan and accomplishments towards planning results.
- Establish and maintain healthy customer relationships in terms of business promotion
- Review of credibility of the customers, limit, outstanding, collections etc.
- Provides reports and feedback to Sales Manager regarding sales and performance.

4. CUSTOMER SERVICE MANAGER

KEYHIRE (UK) LTD, BOLTON, ENGLAND (SEPTEMBER 2011 – SEPTEMBER 2012)

Company Summary: KeyHire (UK) LTD is an UK based company having its registered office at Bolton, England which deals with renting and leasing of light motor vehicles, insurance and claiming services.

Job Summary:

- Answering customer enquiries or passing them on to the appropriate department.
- Arranging services for customers including car hire and insurance claims.
- Processing complaints and issuing refunds, if appropriate.
- Taking information from customers and entering it on a database.
- Selling car insurance and taking payments.
- Ensuring the customer has a great experience and a positive feedback towards the services provided.

Academic History

M B A	University of Bolton, United Kingdom	2012
PGDBM Level 7 (ABP UK)	The B School International, India	2011
B COM	University of Calicut, India	2010

Software Skills

- Operating system - MS Windows
- Office Tools - MS Office
- Accounting Software - Tally ERP9
- CRM - VTiger

Personal Summary

I possess good interpersonal qualities and skill. I believe in team work and co-operation in attaining organizational goals and objectives. I aim to work and learn with an organization that can hone my professionalism and utilize my acquired skills to the best possible and make a significant contribution to its success.

Personal Profile

Permanent Address : Salamath Manzil, Narukara PO, Manjeri
Malapuram, Kerala, India- 676122
Date of Birth : 08^h Sep 1989
Gender : Male
Marital Status : Married
Religion : Islam
Nationality : Indian
Languages Known : English, Hindi and Malayalam.
Professional Experience : 8 years
Driving License : India and UK Provisional License.

I authorize the verification of the above information and any other necessary enquiries that may be required to determine stability of the employment. I am obliged if I am called for an interview to substantiate my claims personally.

Dubai

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