

SHEIKH AMAAN

Sales & Marketing Coordinator

Contact: +971567320815 (What's App)
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Visa Status: EmploymentFreeZone Visa
Linkedin: Sheikh Amaan



SUMMARY:

UAE experience in Sales coordinator, Social Media Marketing coordinator, Document controller, Event Management, Marketing & promotions, By being well groomed and confident I can interact with Individuals or Public by using my Communication & Anchoring skills, I seek role to provide me new challenges to deliver results for career Development.

PROFESSIONAL WORK EXPERIENCE:

Organization: Ace Group of Companies FZC Dubai UAE
Tenure: 1st February 2018 to Present
Designations: Sales & Social Media Marketing Coordinator

DUTIES & RESPONSIBILITIES:

- ✚ To assist sales team by focusing on managing schedules and following up on sales quotations
- ✚ To respond Email & Telephonic queries
- ✚ To assess the progress of sales activities
- ✚ To coordinate with all **GCC** distributors
- ✚ To follow up on Outstandings & Sales quotations with the Prospects
- ✚ To arrange video conference with Clients & all **GCC** distributors
- ✚ To handle Digital marketing activities
- ✚ To arrange Monthly Meeting for all the departments of the Company
- ✚ To prepare MOM (Minutes of Meeting)
- ✚ To handle ERP system & Task Management software.
- ✚ To prepare Meeting reports of all the department and present in the Meeting.
- ✚ To handle yearly contracts with Advertising agencies in GCC like: Oman yellow pages & Etisalat

PROFESSIONAL WORK EXPERIENCE:

Organization: HDFC Bank LTD.
Tenure: 1st August 2017- 20th January 2018
Designations: Sales Executive

DUTIES & RESPONSIBILITIES:

- ✚ To sale banking products to clients, like: Credit cards, Mortgage and Loans.
- ✚ To organise sales visits.
- ✚ To establishe new business.
- ✚ To Review sales performance
- ✚ To convince people & get their accounts in the Bank
- ✚ To provide daily, weekly & monthly reports to Manager

PROFESSIONAL WORK EXPERIENCE:

Organization:	Renault automobile agency
Tenure:	1'st June 2016 – 15'th July 2017
Designations:	Senior Sales Consultant

DUTIES & RESPONSIBILITIES:

- ✚ To act as a customer interface representing "Renault brands" values whilst maximizing sales, revenues and providing excellent customers service and increase sales volume.
- ✚ To identify customer's needs and expectations and serve them in a friendly manner demonstrating "Renault brands" values at all the time.
- ✚ To provide costumers feedback to the top management.
- ✚ To business development.
- ✚ To promote and advertise products.
- ✚ To introduce Brands and products in front of customers.

ACADEMIC EDUCATION:

- ✚ MBA in Finance and Marketing (*UTU university Dehradun India*)
- ✚ BBA in Finance and Marketing(*CCS University Meerut India*)

CERTIFICATION AND DIPLOMAS:

- ✚ Computer Diploma in Tally ERP-9 and basics.
- ✚ Certified by "NIIT" Computer knowledge competition.
- ✚ Banking Traning at "HDFC" Bank.

COMMUNICATION AND INTERPERSONAL SKILLS:

- ✚ Outstanding command over verbal and non-verbal communicative and interpersonal skills.
- ✚ Strong organizational, managerial problem solving, interpersonal and negotiation skills.
- ✚ Content writing for attaracting customers.
- ✚ Effectively advertise brands and services by using presentation skills.
- ✚ Good anchor while hosting organizational events.
- ✚ Data management for future needs and requirements.
- ✚ Microsoft office.
- ✚ Digital Marketing.
- ✚ Singing
- ✚ Video & Photography editing
- ✚ Recording videos to promote any Product or service
- ✚ Emcee

ACHIVEMENTS:

- ✚ Worked on Salman Khan's Project "Dabang tour reloaded" show in Dubai.
- ✚ Best Singer award & Certificate at "Ace Group of Companies FZC Dubai"
- ✚ Best singer award by "MAX LIFE INSURANCE GROUP" Dehradun, India
- ✚ Zonal head at "Jai Hind Blood donate social welfare association" Dehradun, India

LANGUAGES KNOWN:

- ✚ English
- ✚ Arabic
- ✚ Hindi

SOCIAL MEDIA NETWORKS

- ✚ **Facebook** : **Sheikh Amaan**
- ✚ **Instagram** : **Sheikh Amaan**
- ✚ **Linkedin** : **Sheikh Amaan**

PERSONAL INFORMATION:

- ✚ **Marital status** : Single
- ✚ **Nationality** : Indian
- ✚ **Driving Lisence Indian** : Valid
- ✚ **Driving Lisence UAE** : Under process
- ✚ **Passport Number** : L9151840
- ✚ **Date of Birth** : 08/10/1994

References:

- ✚ **Mr. Udipi (CEO Ace Group of Companies)**
 - **Mobile: 00971555524898**
- ✚ **Mr. Osama Khan (Manager Ace Group of Companies)**
 - **Mobile: 00971558992571**

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