

# Inayat Diwan

Dubai

[inayatdiwan6\\_khi@indeedemail.com](mailto:inayatdiwan6_khi@indeedemail.com)

056-1115989

Highly-organized and well-informed sales professional with strong attention to detail targeted at handling pre and post sales processes related activities. Strong customer service skills with a keen ability to work towards total customer satisfaction. An active learner who has a verifiable track record of practicing good judgment.

Willing to relocate: Anywhere

## Work Experience

---

### **Business Development Executive**

Chipin Computer Consul

March 2018 to April 2020

#### Responsibilities

Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Keeping proper follow up of appointments.

Selling products by establishing contact and developing relationships with prospects; recommending solutions.

Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements

Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors

Prepares reports by collecting, analyzing, and summarizing information.

Maintains quality service by establishing and enforcing organization standards.

Actively seek out new sales opportunities through cold calling, networking and social media

Contributes to team effort by accomplishing related results as needed

### **Sales Executive (Du Corporate)**

Zero Five Zero Telecom - Dubai

August 2017 to February 2018

#### Responsibilities

Calling prospective leads and conducting telephonic sales engagements.

Establishing contact with list of Business clients

Closing deals and maintaining customer relationships

Conducting up sales engagements

Promoting new products and services through the phone

Achieving sales revenue and targets that meet or exceed expectations.

Coordination with other departments as necessary to facilitate customer satisfaction

### **Sales Coordinator**

Al Madaen Electromechanical Works - Dubai  
June 2015 to June 2017

#### Responsibilities

Coordinating with Project Manager  
Keeping track for the Site Material  
Purchasing of the required material at the sites  
Filing, Documentation and administration work

### **Sales Coordinator**

Home Push Limited  
January 2013 to October 2014

#### Responsibilities

Calling up Corporates, HNIs, and Industrialists.  
Keeping proper follow up of appointments.  
Generating leads for investment options.  
Maintain MIS for management review.  
Coordinate with Sales Team.  
Promoting companies products & services to iden Maintain CRM with clients.  
Filing, Documentation and administration work.

## Education

---

### **Diploma in Business**

Britannic International College  
2014

### **S.S.C**

Maharashtra Board  
2007

## Skills

---

- Sales Coordinator Deira, Dubai UAE Valid Driving License Personal Quality A highly motivated and goal-oriented individual with 6 year's experience as Sales Executive with the proven ability to perform under pressure in a most challenging situation, coupled with the initiative and experience to adopt and pursue organizational objectives.
- Valid UAE Car License.
- MS-Office (Word, Excel, PowerPoint, Internet, email)
- Advance Excel