



# Abdul Latheef T M

## Sales & Marketing Professional

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Address: Rashidiya 1, Near Nesto Hypermarket, Ajman, U.A.E

## Profile Summary:

An accomplished sales professional with 8+ years of proven track record in various industries with a U.A.E DRIVING License. Seeking a challenging career where my skills and expertise can be utilized and mutually beneficial.

## Work experience

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Al Arsh Metal Works, Ajman, U.A.E

Jan 2021 — Present

### Sales Executive

Al Arsh Metal Works is a company which provides Commercial and Industrial Scale steel fabrication and installation services with in the UAE.

#### Job Responsibilities & Achievements

- Handling contractual obligations.
- To ensure Job Controls, revenue and schedules.
- To Supervise Sales Team
- To Follow up and fulfill the client's requirement.
- Developing a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- To Source & Develop new business Opportunities.

Maryam Travel & Tourism LLC, Ajman,  
U.A.E

Nov 2019 — Dec 2020

### Sales & Marketing Executive

- Overseeing the bookings procedure and ensuring accurate processing
- Building strong relationships with resorts and hotels
- Negotiating the best possible rates for customers
- Forging long term and positive relationships with new and existing customers
- Ensuring all travel packages adhered to industry regulations
- Providing insurance and ad on options to all customers
- Researching competitors' deals to ensure the agency remained competitive
- Designating tasks to small team
- Monitoring the booking system
- Creating eye catching displays and promotions to attract passing customers
- Making sure customer experience was first class
- Dealing with enquiries and troubleshooting any problems that arose
- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking & social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results

Al Hanaa Tourism LLC, Ajman, U.A.E

Sales Executive

Nov 2016 — Oct 2019

Al Kamal Rent A Car, Sharjah, U.A.E

Sales & Accounts

Oct 2015 — Oct 2016

Al Wessam Water Treatment LLC, Ajman,  
U.A.E

Sales, Store Keeper & Assistant Accountant

Sep 2013 — Aug 2015

## Qualifications

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### Core Skills:

- TRAACS - Travel Agencies Accounts Software
- AMDEUS Ticketing Platform
- TFAP - Tally Financial Accounting Software
- Online Airline Ticketing
- Organization Skills
- Customer Service
- Confident Communicator and Advisor
- Broad Knowledge in Travel and Metal Industries

### Soft Skills:

- Team Player
- Work Oriented
- Self Motivated
- Problem Solver
- Time Management
- Creative
- Investigative

## Education

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Bachelor of Commerce with Marketing

MG University, Kottayam, Kerala

2009 — 2012

## Interests

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Travelling, Playing Cricket, Music

## References

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References available upon request.