

M. SHEIKH ABDULLA

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CAREER OBJECTIVE

To be creative and innovative in a challenging, healthy and stimulating environment and in the process aid the organization in achieving its goals.

PROFILE

- I am a highly inspired individual with excellent communication skills, active and bold with result oriented abilities, with an optimistic approach to my assignments and commitment.
- Detail oriented, efficient and organized professional with experience in sales.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.
- A strong believer of performance

PROFESSIONAL EXPERIENCE

- Worked as a Sales Executive in Al Imthiyaas Trading - Dyrup Paint Dealer in Saudi Arabia From March 1993 to April 1997.
- Worked as a Sales Executive in Awafi Food Ind.Co.W.L.L Sharjah. U.A.E from June 1999 - December 2007 (JUMA AL MAJID GROUP OF COMPANY)
- Worked as a Sales Executive in Qatar Pipeline and Fitting Co. W.L.L.- Qatar from June 2013 – July 2019.

DUTIES AND RESPONSIBILITIES

- Presents market research results to managers with suggestions of implementation.
- Dealing with new and existing clients.
- Issuing invoices and follow up payments with the customers.
- Identify new potential clients and territory to expand sales and market successful.
- Handling team of merchandisers and involved into administration control and related activities.
- Retain existing customers and aim for new opportunities of business growth.
- Take care of business development, order execution; price negotiation and effective pre post follow up with clients for payments.
- Introducing the company's products and services.
- Handle customer complaints, resolve issues and ascertain client satisfaction.
- Monitor customer preferences to determine focus of sales efforts.
- Dealing with new and existing clients.
- Maintaining effective document control system for better traceability of documents.
- Coordination with the principles to meet the clients requirements.
- Issuing invoices and follow up payments with the customers.
- Develop and expand client list by providing good customer service.

ACADEMIC QUALIFICATION

Bachelor of Arts (History) from university of Madras, Tamil Nadu, India.

COMPUTER PROFICIENCY

MS Office (word, excel and power point) and other computer Applications.

PERSIONAL INFORMATION

• Date of birth	16.02.1970
• Nationality	Indian
• Religion	Muslim
• Sex	Male
• Marital status	Married
• Passport number	E 0383069
• U.A.E. Driving	license invalid LMV
• Saudi driving	license invalid LMV
• Qatar Driving	license valid LMV
• Languages known	English, Arabic, Hindi, Urdu, Malayalam, Tamil.

DECARATION

I do hereby confirm that information furnished above is true to the best of my knowledge and believes.

(M.Sheikh Abdulla)