

Subject: Application for the Suitable Post on the Platform of Sales Dept

**To,
The Manager,
Human Resource Department,**

In response to the posting for a Sales Manager at Areej International , I am writing to demonstrate my interest in this position. Based on my many years in sales, marketing, management, and customer service, I believe that I have the necessary expertise and qualifications to fulfill this role. I am both proficient and competent in my skills and knowledge.

As the present Sales Manager at Areej international , I have had experience in recruiting, training, and developing my sales team nationally. I understand what it takes to manage a team, develop strong relationships with clients, efficiently meet sales quota, and maintain a vibrant and ambitious attitude as a representative for my company.

For the past 4 years as the Manager of Sales, I persistently exceeded quotas and generated sales of at least half million Saudi riyal per fiscal quarter. I'm confident in my abilities to do the same and perform well . I've also managed a sales team and have trained each of them to be a motivated sales representative for my company. I've successfully taught strategic sales and operations to my team, applying effective sales tactics that have proven to exceed quotas. With this managerial background, I can certainly achieve the same as a Sales Manager for Areej international.

I understand that Areej international is growing rapidly in the PPE industry, I can easily and effectively meet sales objectives for Areej international.

It is with great interest and enthusiasm that I apply to this position. With my strong work ethic and proactiveness, I believe that I can contribute tremendously to Areej international. My sales and managerial background, in addition to my industrial knowledge, makes me the perfect fit for this job.

Thank you for your time and consideration. I sincerely hope you will allow me the opportunity to prove my skills and experience through an interview. I look forward to hearing from you.

**Thanking you,
Yours Sincerely,
Rasheed. shaik**

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CURRICULUM VITAE

Name : Rasheed shaik

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Career Objective:

Seeking the position of Sales Manager where 5 years of sales experience can be put to use to identify sales opportunities through sales activation, people management, relationship development, and networking to improve sales bottom line and increase company revenue.

Target Job:

Work Experience	:	12 Years
Job Location	:	Saudi Arabia
Industry	:	Personal Protective Equipment's (P P E), Projects Hospitality & Building materials
Employment Status	:	Full time

Educational Qualification:

Bachelors of Administration (Acharya Nagarjuna University)

Attended the below courses:

Well versed with MS-Office, Outlook, Customized Business Software and Internet.
Computer hardware Hyderabad , OSHA certification in Hyderabad, Diploma in Health and fire and safety

1. Professional Experience:

Mar 2020 to Till Date : Sales Manager (Personal Protective Equipment's)

Areej international

Jan 2019 to Feb 2020 : Area Sales Manager (Personal Protective Equipment's)

Mahmoud Said Fakery Sons Co. (Magus international)

Mar 2016 to Jan 2019 : Branch Sales Supervisor (Personal Protective Equipment's)
Mahmoud Said Fakery Sons Co. (Magus international)

Responsibilities:

- ✓ Contribute to Business growth of Personal Safety Division (PSD) through the end user focus in support of technical activates
- ✓ Explore and seek opportunities in the B2B and B2C business
- ✓ Identify and target corporate clients in the assigned territory.
- ✓ Recognized as a top performer consistently achieving annual sales / financial goals.
- ✓ Supervising the daily activities of assigned sales territories to meet and exceed yearly sub team goal.
- ✓ Helping the sales representatives in implementing and developing long term and daily territory plans, that optimizes time and resources.
- ✓ Reading the market price, including all competitors and participate in the company pricing policy according to the local prices
- ✓ Make sure that all the sales representative achieve the knowledge of product as required.
- ✓ Directly handling key distributors, train their sales engineers about best applications of our products
- ✓ Identified the coaching and training needs and take necessary steps to accomplish desired results.
- ✓ Analyzing competitors' established industrial supply business
- ✓ Preparing all required reports related to sales, marketing feedback, sales campaign and team territory management activities.
- ✓ Analyzed and interpreted team sales data to enhance and forecast sales representative productivity.
- ✓ Develop and implement strategic sales and marketing plans to accommodate company goals.
- ✓ Review market analyses to determine customer needs, price schedules, and discount rates, then analyses the sales statistics to formulate sales policy and assist organization in promoting sales.
- ✓ Supervised and trained interns and temporary staff.
- ✓ Maintained expert knowledge of all content and products delivery systems.
- ✓ Managed assigned team travel expense budget.
- ✓ Responsible for performing extra tasks as assigned by team management.

2. Professional Experience:

Feb 2013 to Jan 2016: Senior Sales executive (Hospitality Industry)
Al Danube Al Saudi Trading Company (Riyadh)

Responsibilities:

- ✓ Achieve the desired targets according to the set objective & goals of the company.
- ✓ Updating the retailers and wholesalers about the new product and offers.
- ✓ Maximize sales volume and achieve the target.
- ✓ Introducing new products to the customer and obtaining entry permission.
- ✓ Developing new customers.
- ✓ Supervise sales operations of sales team.
- ✓ Follow-up leads and samples provided by sales team.
- ✓ Build new customer base to maximize sales.
- ✓ Supervisor and oversee the maintenance of customer databases.
- ✓ Supervise accounts receivables team in collecting balances.
- ✓ Supervise field marketing and sales force.
- ✓ Follow up with customer comments regarding product and quality issues.
- ✓ Analyze competitor pricing proposals and sales strategies.
- ✓ Supporting the sales team in attaining sales targets.
- ✓ Implementing & Maintaining agreements in the market for our products whilst maintain a superior visibility & shelf space.
- ✓ Improvising on marketing and sales strategies to boost sales according to target.
- ✓ Sales & marketing of Major wholesalers, Ship chandlers Exporters.
- ✓ Discussing with customer, purchasing manager or authorized concern all matters regarding Trade offers, pricing, payments And other terms and conditions.

3. Professional Experience:

Sep 2009 to Jan 2013: Sales Executive
Al khathiry holding . Riyadh , Saudi Arabia.

Responsibilities :

- ✓ Searching for new clients who might benefit from company products or services and maximizing customer potential in designated regions.
- ✓ Traveling to visit potential clients.
- ✓ Developing and growing long-term relationships with customers.
- ✓ Managing and interpreting customer requirements - speaking with clients to understand, anticipate and meet their needs.
- ✓ Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery.
- ✓ Calculating client quotations.
- ✓ Negotiating contract terms to meet both client and company needs.
- ✓ Negotiating and closing sales by agreeing terms and conditions.
- ✓ Offering after-sales support services.
- ✓ Administering client accounts.
- ✓ Analyzing costs and sales.
- ✓ Preparing reports for head office.
- ✓ Meeting regular sales targets.
- ✓ Recording and maintaining client contact data.
- ✓ Coordinating sales projects.
- ✓ Supporting marketing activities by attending trade shows, conferences and other marketing events.
- ✓ Making technical presentations and demonstrating how a product meets client needs.
- ✓ Providing pre-sales technical assistance and product education.
- ✓ Liaising with other members of the sales team and other technical experts.
- ✓ Solving client problems.
- ✓ Helping in the design of custom-made products.

What I Exactly at:

- Good Communication Skills
- Good Presentation Skills
- Problem solving attitude
- Ability to learn and master new things effectively
- Staying motivated under any given circumstance
- Making the best possible first impression
- Negotiation Skills
- Well versed with MS- Office and comfortable with internet
- Team management
- Team Leadership
- Diplomacy
- Interpersonal skills
- Contract Negotiation
- Public Speaking
- Confidence Building

Personal Information:

Date of Birth	:	27 th June 1988
Gender	:	Male
Nationality	:	Indian
Visa Status	:	Residency Visa (Transferable)
Marital Status	:	Married
Driving License	:	Saudi Arabia (Light Motor Vehicle Driving License)
Languages Known	:	English, Arabic, Hindi, Telugu & Urdu