

RESUME

Hameed Malige

Email: ameemalige@icloud.co

Mobile: +971 502814192



PERSONAL DETAIL

Nationality : India
Passport No : K9721381
Visa Status : Visit Visa

CAREER OBJECTIVE

To work in an organization, that gives opportunities to utilize my skills and the best of my knowledge in achieving a common goal of the organization and brightening my personal career.

ACADEMIC QUALIFICATION

Degree : Bachelors of Commerce (B.Com)
Years Of Completion : 2002-2005
University : Mangalore University - Karnataka

TECHNICAL SKILLS

Computer : Diploma in Office Management
(M.S.Office, M.S.Windows, Excel) & Internet programs

WORK EXPERIENCE

Name of the Company: Yusuf Bin Ahmed Kanoo
Machinery Division, Parts Dept.
Location : Dammam In Kingdom of Saudi Arabia
Website : www.kanoocom.com
Designation : Parts Sales Counter Salesman / Sales Coordinator
Duration : Since March 2007 to March 2016
Company profile : Kanoo Machinery is one of the leading Materials handling Solutions providers in the Gulf. For over 40 years now, Kanoo Machinery has been catering to diverse industrial sectors with a

wide range of equipment and consumables from the world's leading manufacturers of materials handling, industrial and maintenance products.

The world class products offered by Kanoo Machinery are backed by strong support of an efficient after sales network of workshops, parts and mobile service facilities throughout the Gulf and the Arabian Peninsula.

Kanoo Machinery represents some of the leading manufacturers like Grove, Hyster, Perkins and Hiab. In partnership with these companies, Kanoo Machinery offers the following products and services.

Mobile Cranes

Forklift Trucks

Warehouse Equipment

Welding Machines

Repair and Maintenance Products

Parts and After Sales Service

Rental of Lifting Equipment.

Job Responsibilities

Sales Coordinator :

To be responsible for accurate and timely issue of quotations and Performa invoices to our customers as required.

To process inquiries by phone, fax, email and personal visits in relation to company business.

To maintain good relations with our customers

To maintain an efficient working environment.

To make accurate purchases of material supplies for resale as required and take customer payment by cash as required.

To solve problems by liaising with the other staff and the customer.

To be used Aramco Portal for finding PO's, requests of quotation And GR's

Other tasks to support the business plan as and when required including working extra hours if required to ensure company business objectives are met.

Job Responsibilities

Counter Sales Man : To be Handle parts requirements of customers through Counter Service and sales.

Assisting customers with their auto parts questions and needs (either in-person or via telephone).

Operating a cash register, computer and paper cataloging system and processing daily paperwork and forms.

Effectively communicating features, benefits, and warranty policy information to customers.

To be responsible for accurate and timely issue of quotations and Performa invoices to our customers as required.

To make accurate purchases of material supplies for resale as required and take customer payment by cash as required.

To be used following portals for find outing parts, availability & price

- *Perkins SPI2 (parts Manual), EGO (price & availability)*
- *Grove CPX (Part Manual) , GPX3 (Price & availability)*
- *Hyster HYPASS(Parts Manual), PCDO (P & AVL)*

LANGUAGES KNOWN

English, Hindi, Arabic, Malayalam, Kannada,

Declaration

I hereby declare that above information is true and best of my Knowledge.

Hameed Malige.....