

**MUBEEN KHAN** EMAIL: [Khanmobeen765@Gmail.Com](mailto:Khanmobeen765@Gmail.Com)

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### Sales, Management

Revenue-focused and strategy oriented accountant with over +3 years' of excellence in delivering optimal results in high-growth environments through initiatives that exceed business performance targets and achieve measurable outcomes in the industry of repute.

### EDUCATION

- ✚ Masters in business administration (MBA) from abdul kalam technical university
- ✚ Graduation in B.COM from HNGB University
- ✚ 12<sup>th</sup> from CBSE NEW DELHI
- ✚ 10<sup>th</sup> from CBSE NEW DELHI

### SYNOPSIS

#### Career snapshot

- Multi-talented professional with impressive experience with in all facets of warehouse supervisor, operations, organizational relationship etc. With proven dexterity in stock management, operational management. Demonstrated strengths across all facets of strategic management & leadership
- Dynamic stock allocation & records management career with proven acumen to coordinate with related departments.
- Solutions oriented professional with excellent skills of collaborating with project teams, channel network of dealers, distributors, retailers and deploying innovative strategies on expanding distribution, stock allocation, product features, target segment business processes, requirements.
- Solutions oriented professional with exceptional communication, presentation & interpersonal skills with proficiency at grasping new concepts quickly & utilize the same in a productive manner. Equipped with a knack for developing impact/effective communications that connects with different aspect of business

### KEY COMPETENCIES

• Store Operations Management • Operations • Resource Management • Expenditure & Revenue Analysis • Team Leadership • Cross Functional Coordination • Operation Management • Training & Development • accountants Management • cash flow management • Negotiation Skills • Inventory Management.

### SALES EXECUTIVE| LENOVO (INDIA) 2016 TO 2018

- ✚ Generating leads
- ✚ Meeting or exceeding sales
- ✚ Negotiating all contracts with prospective clients.
- ✚ Helping determine pricing schedules for quotes, promotions, and negotiations
- ✚ Daily reporting to our manager on excel sheet
- ✚ Preparing weekly and monthly reports

## **SALES MANAGER | Ideal Technology Nizwa (Oman) November 2018 To 2019**

- + Organizing sales visits.
- + Demonstrating and presenting products.
- + Establishing new business
- + Maintaining accurate records.
- + Attending trade exhibitions, conferences and meetings
- + Reviewing sales performance
- + Negotiating contracts and package
- + Aiming to achieve monthly or annual targets

### **TECHNICAL SKILLS**

- + Proficient in ms office (ms word, ms PowerPoint, ms excel & ms access) ability to surf internet.
- + Operating system: basic knowledge on different operating systems as windows xp, windows vista, windows 7 and later versions.
- + Knowledge in software, warehouse management system
- + Knowledge in desktop publication software
- + Knowledge in ios software
- + Good knowledge of tally ERP

### **PERSONAL DETAILS**

**Date of birth:** 21th-03-1994

**Languages known:** English, Hindi and Arabic with working knowledge

**Nationality:** Indian

**Father name:** Moin khan

**Passport number:** R0230107

**Visa:** visit

**Marital status:** single

**Correspondence address:** p.o. Box 1507, cr:1079880 ,pc:611 nizwa, sultanate of Oman

**Date:**

**Signature of Applicant**

**Place:**

**Mubeen khan**