

MOHAMMED NAVAS M.T.P

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CAREER OBJECTIVE

Results-oriented sales professional with 7 years of experience in consumer products and proven track record of exceeding monthly sales quotas. Highly skilled at creating new relationships and maintaining strong customer relations to generate repeat business. Goal and team-oriented with strong leadership skills and a commitment to team quotas.

PROFILE

- A qualified Diploma holder in Computer hardware & networking with 8 years of experience in different Organizations as Material Control Specialist, Sales Executive, Outlet in charge and Storekeeper.
- A team player with exceptionally strong communication, leadership, analytical and relationship management skills.
- Proficient with Microsoft Excel Word and Data Entry
- Typing speed of 60 WPM
- Quick Learner with the ability to rapidly achieve organizational integration, assimilate job requirements and employ new methodologies.
- Energetic and self-motivated team player/builder.

PROFESSIONAL EXPERIENCE

Central Material Warehouse (Camp Arifjan), Kuwait (Oct 2018 to May 2021)

Material Control Specialist

Responsibilities:

- Coordinate and expedite movement of materials between departments according to each department's production.
- Create and maintain computerized records of materials.
- Preparing daily reports.
- Ensuring that delivered items match work order documentation.
- Replenishing the materials in the warehouse.
- Examining received materials to verify that they conform to production specifications.
- Keeping track of inbound and outbound materials.

Bait Al Kauther Water Treatment Equip LLC, Dubai (Aug 2016 – Jan 2017)

Sales Coordinator

Responsibilities:

- Maintaining supplies of sales presentation materials, including slides and brochures.
- Assigning territories and quotas to company sales staff.
- Tracking the quotas and goals of each member of the sales team.
- Entering order information into the company database.
- Answering client questions regarding their account or sales products.
- Supporting the sales team in attaining the monthly as well as annual targets and operating with management and clients to determine business requirements.

All Day Minimart LLC, Dubai (March 2013 – Aug 2014)

Outlet In Charge

Responsibilities:

- Deliver excellent customer service and customer management, always.
- Keep up to date with current promotions and new products.
- Maintain accurate stock control, including ordering, delivery checks, line checks and wastage.
- Maintain personal knowledge by completing in-house training, attending courses, and completing workbooks.

Emirates National Oil Company (ENOC, Dubai), (Dec 2009 –Sep 2012)

Shift In Charge

Responsibilities:

- Helping to develop the company's service, supervise staff and manage its resources.
- Completing daily and weekly staffing schedules.
- Responsible for all cash management during the shift.
- Motivating staff to deliver better results.
- Dealing with any queries effectively and professionally.

SCHOLASTIC DETAILS

- Diploma in **Computer Hardware & Networking**
- Higher secondary Education.
- X from Kerala State Board.

-References Available on request.