

Azeem Sahul Hameed

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Objective

To work in a competitive and professional environment where I get to prove my talent and where I am exposed to a continuous learning process. To secure a challenging position within your organization where my dedication to hard work creativity attention to detail along with my skills will create opportunities of growth and leadership.

Work Experience

Organization : SETRA (Saudi Electronic Trading Co.)(Riyadh – KSA)

Designation : Sales Administrator

Duration : November 2013 till Mar 2020

- Overseeing the administration relating to all sales processes.
- Delivering sales targets and ensuring the best possible service to customers.
- Liaising with suppliers.
- Dealing with ad-hoc customer sales queries and orders.
- Maintaining an accurate database of customer information including contact details, product preferences and any special terms.
- Creating revised price lists as required and then issuing them to customers as appropriate.
- Raising market awareness of the company's products and services.
- Input, process, chase and monitor payments.

Organization : Rawabi Al-Mahfar Est. (Riyadh – KSA)

Designation : Sales Coordinator

Duration : December 2011 till September 2013

- Receive purchase orders and update product pricing and supplier information in ERP.
- Provided follow up support and training to external departments in relation to system usage and processes.
- Responsible for sales tracking, ordering, and vendor communications.
- Responsible for handling departmental.
- Responsible for processing, follow up and maintenance of all e-commerce transactions.
- Oversaw the functions of the sales department along with providing departmental and ERP training to all newly hired sales and associate admin employees.
- Provided follow up support and training to external departments in relation to system usage and processes.

Organization : Al Mazyad Transport Co, Ltd. (Jeddah – KSA)

Designation : Office Administrator

Duration : Nov 2009 till Oct 2011

- Provide execution of export documentation requirements for shipment ,commercial invoice etc ensure that all documetation meets export regulation,
- Main point of contact for all Admin and accounting related activities

Organization :Golden Eagle Esst. (Riyadh – KSA)

Designation : Sales And marketing

Duration : Nov 2007 till Oct 2009.

(Product of information technology and Electronics)

- Main point of contact for all sales product quotation, purchase order,sales order and buyer documentation related activities.
- Providing the marketing response for request for a proposal including writing executive summaries
- Maintaining daily relationship with client share daily report reachwith client.
- Managed Sales Department strategy and accountability for meeting sales and marketing quarterly objectives by increasing efficiencies and established key deliverables.

Educational Qualification

- **BBA (Bachelor of Business Administration) 2002 - 2005**
 - Manonmanium Sundranar University, Tamil Nadu, India
- **Diploma in Information system Management 2006**
 - Aptech, Tamilnadu), India
- **Tally 8.6 (Accounting Solution) 2006**
 - (GIIT) Gurugul Institute of information Technology, Tamil Nadu, India
- **Computer Hardware Maintenance & Trouble shooting 2006**
 - (GIIT) Gurugul Institute of information Technology, Tamil Nadu, India

Skills

- Microsoft Office, Excel, Word and Powerpoint
- Knowledge of C, C++
- Operating System of Windows 10, 8,7, XP.
- ERP, POS Sales& Stocks Maintenance, POS management, software applications, UAT training.

Languages Known

- English – Spoken &Written (Fluent)
- Arabic – Spoken & Written (Fluent)
- Tamil – Spoken & Written (Fluent)
- Malayalam – Spoken (Fluent)
- Hindi – Spoken (Fluent)

Passport details and Visa Status

- Nationality : Indian
- Passport No. : T3674104
- Date of Expiry :05 Sep 2029
- Visa : UAE VisitVisa valid till 05 Feb 2021

Driving License

- ValidSaudiDrivingLicense- LMV
- Valid Indian Driving License - LMV

Personal Details

- Sex : Male
- Date of Birth :15/8/1983
- Marital Status :Married

ReferencesAvailable upon request