

Curriculum Vitae

Abdul Samad. P. Yousaf

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OBJECTIVE:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me explore myself fully and realize my potential.

To enhance my career in the field of animation and obliged to work and lead from the changes with enthusiasm & zeal.

WORK EXPERIENCE:

June 2021 – up to November 2022 :AGM/Section Manager
Arizone Trading LLC

- Helps the General Manager to ensure that day-to-day business operations run smoothly
- Ensuring company policies and procedures are followed
- Nurturing positive working relationship with staffs
- Setting a good example for staffs
- Creating new customers and Follow-up business to ensure company growth.
- Daily basis visiting customers to make sure they are happy with products and services
- Managing 10 members of sales team
- Leading the team to achieve their targets and following up their day-to-day schedules to make sure everything is up-to-date
- Managing all the sales related activity of the company
- Resolving any sales related issues with customers
- Completing the administrative needs of the Sales Department
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller

May 2016 – up to September 2019: P.R.O
Al Balad Scrap Building Materials LLC

- Collect and Provide periodical updates from the government authorities on all Labour and immigration rules to keep the HR department abreast of the changes in the rules and procedures
- Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business

- Renew, update and maintain all employees and their dependents' visas, labour cards, and labour contracts on a timely manner to ensure that company's records are up-to-date in the labor and Immigration Departments
- Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service
- Demonstrates a thorough understanding of the UAE labour laws, practices and regulations and keeps up to date with the changes in labour legislation and current affairs
- Provide service, support and assistance to new and existing employees on their requirements such as Driving license, Car registrations, help to facilitate new comers in finding accommodation legal requirements to ensure that PR services are provided as required
- Renew, update and maintain the trade licenses and other government certificates of all company's legal entities in the UAE to ensure that the documents are up-to-date
- Renew and maintain all company's leases in the U.A.E before its expiry, which includes offices, company apartments
- Assist departments in resolving any issues related to company vehicle registration and renewals to ensure that PRO services are provided as and when it is required
- Obtain visas from Embassies for staff members for their business travel
Arrange processing attestation of employee qualifications as required
- Accurate preparation of documents according to the requirement of the legal authorities
- Maintain confidentiality and security of company and employee documents at all time
- Planning, developing and implementing PR strategies;
- Handle company's cash provided for PRO services and submit the expenses on timely manner in order to ensure the continuity of the Process
Engage himself with higher management / HR in order to keep them in loop with regards to new Labour laws / other Government laws etc.
- Managing the PR aspect of a potential crisis situation
- Obtain monthly visa reports from MOL and immigration to keep company's files in order

April 2012 – April 2015: Graphic Designer cum Sales Executive

Dar Al Fajr Printing, Publishing & Advertising. Abu Dhabi, U.A.E.

- Design and layout magazine / Directory pages, ads, brochures, flyers and Marketing collateral for multiple clients
- Assist Art Director with creative/conceptual ideas
- Assistant Production Supervisor
- Design logos and brand identity for new clients
- Generating Sales across 2 Directories Print & Online (Oil & Gas Directory & Pink Pages) for the UAE Market

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition.

Duties;

- Identify business opportunities and target markets
- Make initial customer contact through visits or calls

- Identify each potential customer's needs
 - Formulate business proposals according to customers' business needs
 - Negotiate prices and variations in prices and specifications
 - Manage account management and expansion activities
 - Develop new opportunities and close existing ones
 - Build meaningful relationships within the company and outside
 - Develop detailed territory plans
 - Ensure appropriate and timely delivery of service and products
 - Follow up on service and / or product once the delivery has been made
 - Research market trends and products
 - Arrange meetings with potential clients
 - Challenge objections in order to get the customer to buy a product
 - Liaise with suppliers to ensure appropriate product delivery
 - Check quantity and quality of products prior to delivery
 - Record sales information and maintain customers' records
 - Prepare sales reports by analyzing and summarizing information
 - Review self sales performance with a view to improve it
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- Effectively communicating with customers in a professional and friendly manner
 - Managing all the sales related activity of the company
 - Handling a high volume of customer enquiries whilst providing a high quality of service to each caller
 - Writing up accurate and grammatically correct sales correspondence
 - Tracking sales orders to ensure that they are scheduled and sent out on time
 - Effectively communicating with customers in a professional and friendly manner
 - Ordering and ensuring the delivery of goods to customers
 - Supporting the field sales team
 - Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents
 - Organizing sales promotional campaigns
 - Contacting potential customers to arrange appointments
 - Speaking with customers using clear and professional language
 - Resolving any sales related issues with customers
 - Completing the administrative needs of the Sales Department
 - Making follow-up calls to confirm sales orders or delivery dates
 - Responding to sales queries via phone, e-mail and in writing
 - Accurately analyzing and assessing statistical data

Jan 2009 – Dec 2011: Graphics Assistant
G-TEC Computer Centre, Cochin India.

- Designed thumbnails, roughs, and final comps for print advertising

Jan. 2008 - Dec. 2008: Freelance Graphic Designer

ACADEMIC DETAILS:

- **SSLC** (High School Certificate, Board of Examination, Kerala, India)
- **B.Com** (Calicut University)
- **Diploma in Graphic Designing**

KEY SKILLS:

- Quark
- CorelDraw
- Adobe Suite (Photoshop, Illustrator, CorelDraw, Flash)
- Microsoft Office

SPECIAL SKILLS

- Excellent communication skills
- Demonstrated ability to maintain composure
- Professional attitude
- Able to perform well under pressure
- Superb customer service skills
- Ability to listen and understand the requirements of customers quickly, diplomatically, and courteously

OPERATING SYSTEM:

- Mac OS
- Windows 8,10, 2000, 2003, XP, Vista

PERSONAL INFORMATION:

Nationality	:	Indian
Sex	:	Male
Date of Birth	:	9 th February 1989
Marital Status	:	Married
Passport Details:		P0464730
Visa Status	:	Tourist/ Single – Long
Driving License :		Valid U.A.E. (M) Light Vehicle, Valid Indian Light Vehicle
Languages Known	:	English, Hindi, Malayalam & Tamil (Read, Write, & speak)
Hobbies	:	Photography, Reading, Browsing, Long drives, Listening to music, Cooking.

Strength : Quick learner and have confidence, so that I can do anything that I can undertake and complete the assigned task within the scheduled time. Good Communication Skill. Team Work.

Declaration:

I hereby declare that all the information furnished above are true to best of my knowledge and will be supported by original documents, if required. My experience of studies has given me the confidence to adapt myself to the rapidly changing technology and to complete the assignments on time. I believe that your organization will provide me the opportunities to future develop the necessary skills needed for tomorrow's environment in the industry.