

Nazeeb Nassar

Master of Business Administration

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Snapshot: A Versatile, accomplished and goal oriented professional with over 10 years of rich experience in Sales, Marketing, Administration, Coordination & IT Support while achieving organizational objectives.

Seeking challenging assignments as Sales Executive / Sales Coordinator / IT Support / Projects Support with a fast track and growth oriented organization, demanding high standards of quality and precision through the following core skills.



EXECUTIVE SYNOPSIS

- A Sales/ Marketing / IT Support / Project Support professional with a proven track record of delivering value to organizations by effective Sales Strategy, Consulting, Coordination & Technical Support.
- A formidable asset to any organization with proven skills in understanding the business pulse with advanced capabilities in problem solving and implementing cost effective & efficient methods.
- Proven success in evaluation and selection of the products / services for customers whilst maintaining healthy profits for the organizations. Consistent performer in fulfilling responsibilities and achieving desired results.
- Highly interactive, analytical and influential while adaptable to frequent changes and challenges under pressure.

SKILLS

Operating Systems	: Microsoft Windows XP & Later
Office Applications	: Microsoft Office 2003 & Later
CRM Application	: Zoho
Remote Support	: Team Viewer, Ammyy Admin
Sales	: Product Knowledge, Requirement Analysis, Quote Preparation, Negotiation & Closure
Marketing	: Market Analysis, Cold Calling, Email Marketing, Mailchimp, Creativity & Expression
Coordination	: Sales Support, Supplier Registration, Vendor Relations, Sales Meetings & Project Costing
Communication	: Intra & Inter departmental Communication & Coordination
Reporting	: Sales Analysis Reports, LPO Reports, Vendor Pipelines, Sales Pipelines etc.

Haroon Engineering Material Marketing Company L.L.C - Sharjah**Position – Sales Coordinator****Period – March 2019 to April 2020****Report to – General Manager****Key Responsibilities**

- Coordination and direct responsibility for, a project or specific set of tasks in supporting the project pricing.
- Developing in-depth understanding of project scope and particulars.
- Create and maintain comprehensive project documentation and reports.
- Assist with the implementation and execution of email marketing campaigns.
- Assist with the management of the email database, checking the quality of the email addresses and maintain a clean email database for sales lead generation.
- Analyze and evaluate the performance of marketing campaigns and make suggestions towards improvements.
- Perform pricing activities such as regular pricing of new products, price management of existing products, and the costing of hardware required for a specific project.
- Maintain, update and review the pricing of all products.
- Assist in developing and defining pricing structures for different product categories.
- Maintain up -to-date list price information on the full product portfolio.
- Amend system price setups for list price changes, product substitutes and other changes.
- Coordinating the data verifications efforts of the organization.
- Perform support role for CRM user issues.
- Manage the daily/weekly/monthly sales agenda and arrange new meetings and appointments.
- Using the CRM to manage and record sales team activities, under the supervision of the relevant Business Development Manager.
- Establish & maintain an efficient record keeping system in order to ensure reliable & accurate data which is essential for business operations.
- Organize and maintain paper and electronic filing system according to best business practices.
- Liaising with suppliers, clients and staff. Communicating verbally as well as in writing in response to enquiries received.

Telephony Telecommunication & Electronics Tech L.L.C - Sharjah**Position – Business Development Executive & Sales Coordinator****Period – February 2016 to October 2018****Report to – Business Development Manager****Key Responsibilities**

- Approaching, greeting and introducing products & Solutions to walk in customers and selling (Counter Sales).
- Understanding the exact requirement of customers for providing them with suitable solutions such as Pabx Systems, Video Surveillance (CCTV), IP Telephony, Audio Visual solutions, IT Solutions etc.
- Products and Solutions marketing through available channels such as Telephone and Email.
- Target and result oriented approach.
- Marketing and Selling of ICT Projects.
- Sales Support.
- Coordination.
- Report Preparation & Analysis.
- Sales Meetings.
- Supplier Registration.
- Bid Submission.
- Leads Assignment.

Sri Rajiv Gandhi College of Dental Sciences & Hospital - Bangalore

Position – Computer Technician

Period – June 2009 to August 2015

Report to – Administration Manager

Key Responsibilities

- Support & maintenance of over 500 computers and it's networks.
- Deployment of new systems and it's networks.
- Creation of new digital libraries
- Deployment of Hospital Management System

Esquire Associates - Thrissur

Position – Customer Support Engineer

Period – November 2007 to November 2008

Report to – Service Delivery Manager

Key Responsibilities

- Installation, Support and Maintenance of Computer Systems, Peripherals and Networking.
- Troubleshooting of Computers and its Peripherals.
- Installation and support of Application Softwares.
- Analysing customer requirements and suggesting suitable solutions for all their IT related requirements and implementation of the same.

Academic Qualification

Master of Business Administration

University : Bharathiar University (India)

Bachelor of Commerce

University : University of Calicut (India)

Technical Qualification

Diploma in Computer Hardware & Networking

Institution : Institute for Research Services (India)

KEY STRENGTHS

Active, Quick learner

Self-driven

Remarkable problem solving skills

Open to challenges

Confident and dependable person

Ability to work in a team

PERSONAL INFO

Date of Birth & Gender

: 11th April 1989, Male

Marital Status

: Unmarried

Languages Known

: English, Hindi, Malayalam & Kannada

Visa Status

: UAE Work Visa (Employer Sponsored)

Nationality & Passport No

: Indian, N6983606

Current Address

: Abu Shaghara, Sharjah, United Arab Emirates

DECLARATION

I hereby declare that the above mentioned information are true to the best fit of my knowledge and in future if any information is or are found to be false, I shall be fully responsible for the consequences.

Place: Sharjah (United Arab Emirates)

(Nazeeb Nassar)