Insert Passport SizePhotograph

**SAIYED MOHAMMED ZAEEM A.**

: +91-7574923110 ![C:\Users\MICROSOFT\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZBT8Y9S6\WhatsApp[1].jpg]()

007zam786@gmail.com

* **SENIOR LEVEL ASSIGNMENTS**
* **Showroom Manager| Sales Manager| BACK OFFICEOPERATIONS**

**~ Industry Preference: Retail Sales~ Accounts**

**~ Location Preference: UAE, Any GULF~**

*“Proficient in running successful method-oriented operations and taking initiatives for business excellence through process improvement*

**PROFILE SUMMARY**

High calibre leadership experience of **over 7years** in:

***Retail Store Operations Business Development MIS Reporting***

***Stock / Material Management Liaison / Coordination Customer Relationship Management***

***Vendor Development Sales & Marketing Team Management***

* Hands-on experience in allocation / transfer of material, conducting routine inspection to ensure reconciliation of physical stock
* Championed at addressing operational issues, resolving performance bottlenecks and achieving desired objectives
* Proficient in implementing cost saving measures to achieve reduction in terms of cost
* Excellence in identifying and developing potential vendors / suppliers across the globe for achieving cost effective purchases of materials, achieving reduction in prices and timely delivery
* Track record inplanning, directing and maintaining efficient store operations; assigning and evaluating the work performance of personnel assigned to store
* Expertise in monitoring purchase, receipt, inspection, storage, cataloguing & inventory, preparing bills of material and distributing stock commodities
* Achievement oriented professional with excellent **negotiation, communication people management skills** and an ability to manage change with ease

**ORGANIZATIONAL EXPERIENCE**

 **March’19 – Jan 2020 Rocck Pharma, Congo, Kinshasa, Africa, as Showroom Manager**

**Jan’16 – Jan’18 with Light House L.L.C. , Oman ( Muscat )at Al Hail Branch as Showroom Manager**

**Jan’13 – Nov’15 with Edge Wear, Ahmedabad own Business**

**Apr’11 – Dec’12 with Mphasis EDS Company, Ahmedabad as Team Leader**

**Feb’08 – Feb’09with Kotak Direct (Life Insurance), Ahmedabad as Assistant Manager**

**Feb’07 – Feb’08 with TATA Tele Service Pvt. Ltd., Ahmedabad as Sales Manager**

 **March’19 – to till with Rocck Pharma, Congo, Kinshasa, Africa, as Showroom Manager**

*Managed Daily sales and account report, Stock maintaining, Making of purchase command, Tally accounting. Handling cashier, sales man and marketing manager and reporting to C.O.*

**Growth Path / Deputations:**

March’19 – till Showroom Manager

**Jan’16 – Jan’18 with Light House L.L.C. , Oman ( Muscat )at Al Hail Branch as Showroom Manager**

*Managed 6 Sales Mans and reported to S.M.*

**Growth Path / Deputations:**

Jan’16 – Dec’16 Sales Executive

Jan’17 – Jan’18 Showroom Manager

**Jan’13 – Nov’15 with Edge Wear, Ahmedabad Own Business**

Own Business

**Growth Path / Deputations:**

Jan’13 – Nov’15 Owner

**Apr’11 – Dec’12 with Mphasis EDS Company, Ahmedabad as Team Leader**

*Managed 6 Sales Mans and reported to T.L.*

**Growth Path / Deputations:**

Jan’11 – Dec’12 Team Leader

**Feb’08 – Feb’09 with Kotak Direct (Life Insurance), Ahmedabad as Assistant Manager**

*Managed 12 R.M.’s and reported to T.M.*

**Growth Path / Deputations:**

Feb’08 – Sep’08 R.M

Oct’08 – Feb’09 A.M.

**Feb’07 – Feb’08 with TATA Tele Service Pvt. Ltd., Ahmedabad as Sales Manager**

*Managed 12Sales Executive*

**Growth Path / Deputations:**

Feb’07 – Oct’07 Sale Executive

Nov’07 – Feb’08 Sales Manager

**Key Result Areas:**

* Coordinated material/ spare parts planning related activities encompassing identification of vendors, requirement specification & offer evaluation
* Ensured stock availability and management at the stores
* Managed stores operations ensuring optimum inventory levels to achieve maximum cost saving
* Executed physical stock verification & instituting inventory control
* Conducted inspection of incoming materials and reconciled the same with the purchase orders
* Managed the documentation related to purchase reports, damages and discrepancies on orders received
* Maintained a record of the stores documents, confidential files, records of approval and confidential files destruction
* Maximized store profit while minimizing costs, ensuring that the promotions are accurate and merchandised to the company’s standards
* Addressed the customer complaints & comments and ensuring timely resolution of the same

**Highlights:**

* Conferred with:
* 1timesStar of the Month Award in Kotak Life Insurance
* 3 times Golden Wings Award in Kotak Life Insurance
* Bagged Sony Vaio Laptop at Mphasis EDS Company
* Implemented process enhancement initiatives through implementing various measures which accelerated the sales, profits & production of the company
* Enhanced customer satisfaction levels from 75% to 86%through measures such as rendering excellent after sales services to the customers
* Received the Star of the Month, Golden Wings & Sony Vaio Laptop Award in recognition of Kotak Direct and Mphasis for excellent sales performance and enhancing customer satisfaction
* Played a major in handing vendors such as Abhisek Goswami, Asif Shaikh, Vishal Parmar, Hitesh Rao, Rakesh & so on

**EDUCATION**

**(May-2009)**  **APPEARED IN** **PGDBA** from North London Management School, London

**(May-2007)** **B.Com. (Accounting)** from S.V.C. College, Ahmedabad, Gujarat University

**Other Courses:**

* **M.S.Office-98 at S.A.C.C., Ahmedabad 2000**
* Multimedia Diploma Course from I.T.I, Ahmedabad with 68% in2003
* **Tally ERP-9 Course From S.A.C.C in year 2018 at Ahmedabad**.

**IT SKILLS**

* Microsoft Office (Word/Excel/PowerPoint) and Internet Applications – with Sultan Ahmed Computer Center in 2000
* Tally ERP -9 (Accounting/Stock Taking & Managing/Auditing/Sales and Purchase Order/GST-TAX/Maintaining Balance Sheet) with S.A.C.C in year 2018.

**PERSONAL DETAILS**

Date of Birth: 17thAugust 1984

Languages known: English, Hindi, Gujarati, Arabic (Beginner), Lingala (Beginner)

Kinshasa Address: BLDG. Chekupewa Av, Tombai by No: 59. Kerwado. Kinshasa, Congo, Africa

Address: 922, Lane No: 11, Tokarshah Pole, Nr. Gayakwad Haveli, Jamalpur, Ahmedabad - 380001

Nationality: Indian

Passport Status: T0350788, Valid up to 26/11/2028

Marital Status: Married

No. of Dependants: 5

Driving License Details: MC DX50CCWIGR, Valid up to 23/04/2023