Basit Altaf

P.O. Box 85165, Dubai, UAEMobile:
+971527472285
Email: baasitsempire@gmail.com

SUMMARY

A sociable, highly talented, dynamic and experienced International Management / Sales and Marketing Specialist having a pleasant and strong personality, possessing solid history of achievement in various organizations. Achieved success in diverse and challenging environments. An impressive professional with proven ability in strategic planning and business development; having a strong ability to identify the requirement for technical and organizational change and inspired to manage transformation through strong interpersonal skills. Capable of demonstrating strong competency in collaboration with Viz a Viz team

PERSONAL HIGHLIGHTS

- *Excellent negotiation and analytical skills.*
- *Great communicator and the ability to interact effectively at all levels with people ofdiverse backgrounds and cultures.*
- *Well organized, self-motivated and service-minded.*
- *Effective working alone or as a cooperative team member.*
- *Ability to work under pressure, handle multitasks simultaneously and coordinate with a team.*

PROFESSIONAL EXPERIENCE

Sales Executive, - March 2018 to present
Miraj international General Trading LLC – Dubai, UAE

Duties & Responsibilities:
- *Develop Store Strategies to raise customer pool.*
- *Expand showroom client visits and optimize profitability.*
- *Liaison with the vendors (Tourism Companies) and direct the traffic to thestore.*
- *Generate new leads for the business and meet them and describe our lines ofbusiness.*
- *Discuss and negotiate the pricing with the brokers and get the projection forthe season.*
- *Ensuring high level of customer satisfaction through excellent customerservice.*
- *Maintaining accurate records.*
- *Attending trade exhibitions, conferences and meetings.*

Business Development Executive, - June 2016 to January 2018
Bharti Airtel PVT LTD, India — Srinagar, INDIA

Duties & Responsibilities:

- Listen to customer requirements and presenting appropriate solutions to generate sales.
- Maintaining and developing relationship with existing customers via in-person or calls and e-mails cold calling to arrange meetings with potential customers to prospect new business opportunities.
- Responding to incoming emails and telephonic queries. Acting as a primary contact between the client and the company.
- Negotiating on proposals and contractual terms and agreements. Exploring market needs and focus on sales targets.

Sales Representative, - December 2014 to February 2016
Vodafone PVT LTD, India — *Srinagar, India* **Duties &**

Responsibilities:

- Representing the organization at trade exhibitions, events, and demonstrations.
- Negotiating on prices, costs, deliveries and other specifications with clients.
- Endorsing on forthcoming product developments and showcasing special promotions.
- Creating detailed proposal documents and quotations.
- Liaising with suppliers to check the progress of existing orders.
- Inventory management of stocked items.
- Recording sales and order information and sending copies to the sales officeor entering into a computer system.
- Reviewing sales performance, aiming to meet or exceed targets.
- Making accurate, rapid cost calculations and providing customers with quotations. Attending team meetings and sharing best practices to adapt.

EDUCATION

Higher secondary Education
INDIA

Skills

- Formulating marketing / sales plans, managing client, goal setting, management reporting, store/ Inventory management, market/ competitor Analysis.
- Strategic and tactical planning, sales and marketing management, planning and managing promotional campaigns.
- Forecasting; leadership; business development; market identification and penetration.
- Motivating; analytical and behavioral skills; communication& interpersonal skills
- IT related Skills: MS Office; applications and Internet Usage.

Personal Information

- **Basit Altaf**
- **D.O.B:** 18/10/1995
- **Marital Status:** Single
- **Nationality:** Indian
- **Current Address:** Red Residence, # 217, Dubai Sports City, Dubai, UAE.

Reference available on request