



Curriculum Vitae

INAYAT MUBARAK DIWAN

PHONE

056-1115989/052-5262879

Expertise

Sales Coordinator

UAE Valid Driving License

Email

inayat.emaif@gmail.com

ADDRESS

Deira, Dubai

Personal Quality

A highly motivated and goal-oriented individual with 6 year's experience as Sales Executive with the proven ability to perform under pressure in a most challenging situation, coupled with the initiative and experience to adopt and pursue organizational objectives.

Career Objectives

Highly-organized and well-informed sales professional with strong attention to detail targeted at handling pre and post sales processes related activities. Strong customer service skills with a keen ability to work towards total customer satisfaction. An active learner who has a verifiable track record of practicing good judgment.

Employment History

Company: Chipin Computer Consul

Position: Business Development Executive

Address: Sharjah UAE

Period: 03-03-2018 to 21-04-2020

Responsibilities

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Keeping proper follow up of appointments.
- Selling products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Actively seek out new sales opportunities through cold calling, networking and social media
- Contributes to team effort by accomplishing related results as needed

Company: Zero Five Zero Telecom

Position: Sales Executive (Du Corporate)

Address: Dubai UAE

Period: 07-08-2017 to 07-02-2018

Responsibilities

- Calling prospective leads and conducting telephonic sales engagements.
- Establishing contact with list of Business clients
- Closing deals and maintaining customer relationships

- ✚ Conducting up sales engagements
- ✚ Promoting new products and services through the phone
- ✚ Achieving sales revenue and targets that meet or exceed expectations.
Coordination with other departments as necessary to facilitate customer satisfaction

Company: Al Madaen Electromechanical Works
Position: Sales Coordinator

Address: Dubai UAE
Period: 30-06-2015 to 29-06-2017

Responsibilities

- ✚ Coordinating with Project Manager
- ✚ Keeping track for the Site Material
- ✚ Purchasing of the required material at the sites
- ✚ Filing, Documentation and administration work

Company: Home Push Limited
Position: Sales Coordinator

Address: Essex U.K
Period: 01-01-2013 to 30-10-2014

Responsibilities

- ✚ Calling up Corporates, HNIs, and Industrialists.
- ✚ Keeping proper follow up of appointments.
- ✚ Generating leads for investment options.
- ✚ Maintain MIS for management review.
- ✚ Coordinate with Sales Team.
- ✚ Promoting companies products & services to iden Maintain CRM with clients.
- ✚ Filing, Documentation and administration work.

Education

Examination Passed	Board/University	Year of Passing
Diploma Business Management	Britannic International College. (UK)	2014
H.S.C	Bhartiya Shiksha Parishad	2009
S.S.C	Maharashtra Board	2007

Language Skills

- English - Read-write-speak.
- Hindi - Read-write-speak.
- Gujarati - Read-speak.
- Marathi - Read-write-speak.

Additional Skills

- Valid UAE Car License.

Computer Skills

- MS-Office (Word, Excel, PowerPoint, Internet, email)
- Advance Excel

Personal Data

- Date of Birth : 24-12-1990
- Gender : Male
- Nationality : Indian
- Marital Status : Married
- Passport No :
- Visa Status : Employment Visa

References

References - Available upon request.

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.