

## MOHAMMED OMER ALI

Email: [omer14328@yahoo.in](mailto:omer14328@yahoo.in)

Mobile no--971553340680.



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### PROFILE

An experienced Customer Sales Executive with many years of invaluable experience working in the customer sales departments of leading U.A.E and Indian organizations'. Seeking a position in a progressive organization that gives me scope to apply my knowledge and skills and be a member of a team that dynamically works towards success and growth of the organization

### EXPERIENCES

#### Senior Sales Executive

Employer: **PAPER LANDER STATIONARY TRADING L L C**

**(1 Year)**

- Worked as Senior Sales Executive in Paper lander stationery company which deals in paper products and Kodak items like A4 copy paper, A3 copy paper, Sandwhich paper, Thermal Cash roll paper, Kodak Toners and Cartridges, Kodak CD's & DV's, Kodak Thermal Cash roll paper.
- Working on sales team to get achieve their weekly target easily with high performance level
- Working with sales team to do meetings with their clients for chain of hotels, chain of hospitals, chain of supermarket, chain of stationaries and chain of groceries etc.
- Maintaining daily report of each sales executive for the orders with qty and delivery location.
- Maintaining daily routes schedule for outdoor sales executives.
- Maintaining good relationship with customers and suppliers in every order to be achieved and completed within a short period of time with good quality of material.
- Directly reporting to the Sales Manager & Managing Director for all Sales activities and providing daily analysis of the work.
- Maintaining updating customer Inquiries Orders upcoming events through emails
- Solution oriented with the capability to work under pressure and never miss deadlines.
- Organizational skills with priority to carry out jobs with high accuracy, quick learner, innovative and adapt easily to new and challenging situations.
- Applauded for making continuous efforts to improve office operations, decrease turnaround times, streamline work process and ensure quality service.
- Credited with updating and improving Sales Database, Employee Database and Customer Database.
- Appreciated and rewarded with promotions throughout my career.

#### SENIOR SALES EXECUTIVE

Employer: **HOPE LAND GENERAL TRADING L L C**

**(4 Year)**

- Worked as a Senior Sales Executive in **Hope land general Trading L L C** which is an Import & Export

Company which imports & exports the general items on the customer's request mainly to African Countries like Eritrea, Ethiopia, Juba, south Sudan etc.

- Hope Land General Trading specializes in the trading of a range of industrial and general products mostly like Construction Materials, Lubricants, Cleaning Equipment & detergents, safety Products ,Heavy equipment and parts for Mining & Oil Companies ...etc.
- Working on sales inquiry requested by the customers on general items and providing them with a Best Comprehensive price, Compare to Other Suppliers Quotation, Stock Availability, Delivery Time and preparing the Performa Invoice.
- Once the Order Confirmed by the Customers preparing the Purchasing list for the Purchase manager.
- Once material get ready preparing Commercial Invoice for the Customers for payment of the Order.
- Preparing packing list of the material with Weight, Volume & Dimensions.
- Prepare regular reports for pending order and the status of in process orders for every client Separately
- Excellent negotiation, interpersonal and communication skills with proven ability communicate complex issues clearly and concisely.
- Methodical and practical approach with good analytical skills.
- Assist with developing, and implementing the Company plan to ensure optimum sales satisfaction, sales maximization and profitability.
- Be prepared to attend any meeting arranged by the General Manager.
- Help organize sales incentives and promotions that may increase the turnover of the company
- In addition, I am fully proficient in independently handling sales up to finalization and also have strong sales background.

### **FRONT OFFICE EXECUTIVE**

**(1 Year)**

Employer: **LOTUS CHILDRENS HOSPITAL**

- To have operational knowledge of all front office equipment & computer systems.
- Directs Front Officer Operational such as Check-in, Check-out and providing patients assistance while ensuring compliance with all front office policies procedures, standards and satisfactions of patient needs.
- Accomplishes a set of administrative duties such as leading and attending meeting writing reports, memos and other specific duties related to job function.
- Supervises reception desk to ensure a very smooth operation at all times. Co-ordinates with control to ensure that all ledger bills are correct

### **Front Office Executive: Best Western Amrutha Castle Hotels:**

**(1 Year)**

Responsibility:

- Transferring all Incoming and Outgoing of Guest to all respective departments or members.

- Maintaining the Attendance register of front office Executives, Housekeeping, Laundry.
- Arranging an Emergency on call doctor in case of any Emergencies.
- Contributed to the enforcement of Health and Safety and Security.
- Arranging for Pick-up & Drop service for the Guest.

**Junior Marketing Executive: Ahmed Consultants and Marketing Organisation.**

**(1 Year)**

**Employer: Junior Marketing Executive**

- Managing customer relationships.
- Finishing the target in the specified time limits.
- Door to door marketing strategies and product requirements to stored data of customers.
- Making sales calls and handling enquiries from potential customers.
- Involved in the online, web and email marketing of generated products in the company data list.
- Analyse and produce reports on data provided by customers to maintain professionalism all time.

**Achievements:** Diploma in Air Ticketing from Pan-Elysium in flight Management Academy.

**EDUCATIONAL QUALIFICATIONS:**

<b>Discipline</b>	<b>Institution / School</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>Percentage Obtained (%)</b>
<b>B. Com (Comp)</b>	Dr. B.R. Ambedkar University	Dr. B.R. Ambedkar University	2014	78
<b>Intermediate</b>	M.S. Jr. College in Masab Tank	Board of Intermediate	2009	78
<b>10<sup>th</sup></b>	Midas High School	S.S.C. Board	2008	75

- **IT Skills:** MS office Word, Excel, PowerPoint web based searching, MCITP-2008, MS exchange Server, CCNA & Linux etc.

- **Name** –MD.OMER ALI.
- **Fathers Name** –MD AFSAR ALI
- **Nationality**-Indian.
- **Marital Status** – Married
- **Driving License** – Valid UAE Driving License
- **Languages**-Arabic, English, Hindi, Urdu
- **Passport No**-H7275214
- **Date of Birth**:28-04-1991
- **Visa Status**-Cancelled visa.

**References:** Available on request



