



ALMOHAMAMD SAIFI

SALES & MERCHANDISER

PROFILE

M.com with more than 10.5 years of hardcore Sales & professional sales experience in the jewelry, rug, and BPO industries. Overall, I love to sell luxury and high-end products to specific customer

LANGUAGE SPOKEN

English
Arabic
Spanish
Hindi
Urdu
Punjabi

COMPUTER SKILLS

Excel
Word Pad
Power Point
Interpersonal Skill
Problem analytics

HOW TO REACH ME

Home: +91-95827 95405
Cell: +971 567764680
Email: Bestalmohd007@gmail.com
Skype ID: Bestalmohd007
Address: New Delhi India

CAREER SUMMARY

- | | | |
|--|------------------------|------------------------------|
| MA Trading Company | Bhadohi, UP, IN | Sep 2020 to Presently |
| <ul style="list-style-type: none">• Selling on B2B Platforms such as Alibaba, Go4WorldBusiness, and IndiaMart• Actively approached target clients on social media LinkedIn, Instagram, etc.• Prepare buyer queries replies, quotations, and product offers.• Preparing and monitoring various MIS related to Order Status, Actual vs projects, Status of Shipments.• Keep Up to date customer database and data mining from other sources.• Effective costing and cost negotiation for the customer.• Acknowledging and timely response to customer• Coordination with buying and sourcing teams.• Manage relationships with existing customers• Conduct market research (analyse competitors, the efficiency of sales strategies, etc.) | | |
| Bafleh Jewellery LLC | Dubai, UAE | Nov 2018 Mar 2020 |
| <ul style="list-style-type: none">• Sales and up-sale Gold & Diamond Jewellery to Jewellers in Gold Souq.• Attended premium clients who came from Europe, the US, and all the GCC countries to buy jewelry for retail purposes.• Convince them to buy and fix Online gold in USD so that they can select the jewelry. Calculation of all prices from other currencies in USD and Dirham, including all, make charges and VAT.• Being able to speak Arabic, English, and Spanish to close effective sales.• Understanding of Italian European, Kuwaiti, and Turkish jewelry and design• Custom/Bespoke orders in bulk and follow up between craftsmanship and client. Compose emails and follow-up responses to clients and maintain a database in Excel.• Organize and segregate stock and keep up with the latest trends. | | |
| Sulaiman Alothaim Jewellery | Riyadh, Saudi | Oct 2015 Nov 2018 |
| <ul style="list-style-type: none">• Worked as a Store incharge cum sales executive.• To Sell the Diamond Jewelry for the Arabic English and Asian people.• achieved a sales target 15,00,000 Riyal Every month.• Take custom orders and repair for jewelry.• Sales and up-selling Display setup and demonstration of products• Responsible and managing for all stock & perform in sales demonstrations of products.• Supervision of all Accounting work and keep a track of Daily Cash Handling Payment, Receipt, Petty Cash Book, | | |

- Product Knowledge
- Bespoke Custom Order
- Merchandising the Display
- Email Marketing
- Social Media Handler
- Writing Skills
- Active Listening & Effective speaking
- Sales and Marketing Knowledge
- Excellent internet & modern Technology
- Interpersonal Skill

- Worked as a business development executive.
- Selling & Advertising Different IT & Management training courses in US Region/ Europe.
- Assuring registration of participating in batches according to their education requirements.
- Creating Database of Existing and new clients sell them another course.
- Analyzing customers' requirements and selling them particular courses as per their competence.
- Achieving sales target by acquiring new clients and growing business from existing client

Father's Name	Mr. Ikram Saifi
Date of Birth	06th March, 1991
Marital Status	Bachelor
Nationality	Indian

- Master of Commerce 53% 2014 M.J.P.R University India
- Bachelor of Commerce 50% 2012 M.J.P.R University India
- Senior Secondary (12th) 59% 2009 G N Inter College India
- Higher Secondary (10th) 64% 2007 Raza Inter College India

IndPassport No	M4910928
Issue	02nd Jan, 2015
Expiry	01st Jan, 2025
Location	Bareilly, India

- Certified Tally Course from XL Technologies Institute
- Well versed with MS Office,
- Typing more than 40 WPM
- Well Versed with internet & modern Technology

(ALMOHAMMAD SAIFI)