

MOHAMMED SAMEER

DOB: 15/05/1983

Nationality: Indian

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SALES EXECUTIVE

Skilled professional with 16+ years of experience, currently working towards obtaining core designation. Strong understanding of all areas of marketing. Proven ability to manage multiple assignments while meeting tight deadline schedules. Strong relationship building skill and effective collaboration with management, coworkers and clients.

AREAS OF EXPERTISE

- Customer Relationship Management.
- Digital Marketing.
- Analysis of Competitors.
- Negotiating Rates and Terms.
- Logistics.
- Reporting of logistics schedule.
- Familiar of UAE Traffic & Rules.
- Professional Communication.
- Track & trace shipment as require.
- Reporting and Documentation.
- Analytical and Critical Thinker.
- PRO Related Works.
- Inventory & Stores Control.
- Coordinate with Suppliers & Clients.

PROFESSIONAL EXPERIENCE

2014-2020 **CRA TRADING LLC**
(Trading of steel pipe & pipe fittings)
DIP-1, Dubai, UAE

Position: Logistics Manager & Sales Executive

Job Responsibilities:

- Planning & Managing logistics, warehouse, transportation & customer service.
- Directing, optimizing & coordinating full order cycling.
- Keep tracking of quality, quantity & stock levels.
- Arrange warehouse catalog product plan routes & process shipments.
- Generating new sales opportunities through cold calling, networking, customer referrals, and social media
- Build relationships and contacts with new accounts to create new revenue opportunities
- Contribute to the preparation of all sales promotions materials and fostering relationships with existing and potential clients.
- Creating a spreadsheet that keep tracking of customer satisfaction rates in relation to several other factors.
- Coordinate with Suppliers & Clients.
- Track & trace shipment as require.
- Worked closely with Sales and other departments to update all customer service policies to make them more effective.

- Worked closely with management to focus on raising the customer satisfaction.
- Conducting research to identify new markets and customer needs.
- Ensure timely movement and delivery of freight to customers.
- Ensure accurate and timely client invoicing.

2010-2014 ANADOLU FOOD STUFF TRADING LLC

(Import & Trading of Beverages) Umm Al Ramool, Dubai, UAE

Position: Sales Executive cum PRO

Job Responsibilities:

- Generating new sales opportunities through cold calling, networking, customer referrals, and social media
- Build relationships and contacts with new accounts to create new revenue opportunities
- Contribute to the preparation of all sales promotions materials and fostering relationships with existing and potential clients.
- Creating a spreadsheet that keep tracking of customer satisfaction rates in relation to several other factors.
- Effective communication between company & Government authorities.
- Handle legal paper works and documentation of company.
- Helps in business approvals, employee and employer visa services & License renewal.
- Document clearing from Ministry of Interior Affairs, Ministry of Labor, Government Department & Chamber of Commerce.

2007-2010 NUROL LLC

(Construction works) Jabel Ali Free Zone, Dubai, UAE

Position: Transport In-charge.

- Plan, organize & manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Implement schedule and policy changes.
- Monitor spending to ensure that expenses are consistent with approved budget.
- Direct investigations to verify and resolve customer or shipper complaints.
- Direct activities related to dispatching, routing & tracking transportation.
- Direct activities of staff performing repairs & maintenance to equipment & vehicles.
- Provide administrative & technical assistance to those receiving transportation related grants

2004-2007 ZUHAIR ABU ZAIDU TRADING LLC

(Trading of fruits & vegetables) Al Aweer, Dubai, UAE

Position: Salesman

Job Responsibilities:

- Indoor sales of fruits & Vegetable.

EDUCATIONAL QUALIFICATION

- Bachelors Degree in Arts from The University Of Kerala(March 2003)

- Plus Two , HSS Pallithura (March 2000)
- S.S.L.C , GHS Sreekariyam (March 1998)

STRENGTHS

- Organization
- Time Leadership
- Accuracy
- Time Management
- Attention to Details
- Adaptability
- MS Excel
- Data Analytical
- Communication

SOFTWARE SKILLS

- Facts ERP
- Focus-ERP

COMPUTER& OTHER TECHNICAL SKILLS

- Office Automation (MS Windows, MS Word, MS Excel & MS Power point)
- Graphical Interface (Front Page, Adobe page maker, Adobe Photoshop)
- Familiar with Internet and e-mail operations.
- Computer Fundamentals

EVENTS & EXHIBITIONS

- ADIPEC, Abu Dhabi, 2018.
- SIAL Middle East, Abu Dhabi, 2010
- Gulfood, Dubai Trade Center, 2010

DRIVERS LICENSE

- **UAE & India**

REFERENCES

- Mr. Ashok Gidwani – Managing Director– CRA TRADING LLC- +971 55 320 3450
- Mr. Shahbaaz KK – Sales Manager- CRA TRADING LLC -+971 55 663 7973

DECLARATION

I hereby declare that the above information stated by me are true to the best of my knowledge.

Mohammed Sameer