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## ABOUT ME:-

- ✓ Born on - 29 Aug 1991
- ✓ Gender - Male
- ✓ Nationality - Sri Lanka
- ✓ Relationship - Married
- ✓ Visa Status - Transferable
- ✓ License - Qatar License (A)
- ✓ Languages - English, Arabic Etc.

## SOFTWARE:-

- ✓ Computerized Accounting
- ✓ Information Technology
- ✓ MS Office

## EDUCATION: -

- ✓ Diploma in Business Management
- ✓ Diploma in Management Accounting
- ✓ Diploma in Computerized Accounting
- ✓ Diploma in Microsoft Office
- ✓ Diploma in Information Technology
- ✓ Diploma in Business English

## EXTRA ACTIVITY & SKILL:-

- ✓ Events Organizing.
- ✓ Communication strength.
- ✓ Creative & innovative.
- ✓ Strategic managements
- ✓ Team works.
- ✓ Social affairs & responsibilities.
- ✓ Sports.

## CAREER OBJECTIVE:

I'm a potential employee with total eight years working experiences in Sales and marketing sector challenging position in the reputable organization to expand my learning, knowledge and skills.

I strongly believe myself to contribute a responsible career opportunity fully utilizing my strategies, skills and experiences to make a significant contribution to achieve goal of the company.

## EXPERIENCES:-

### 2019 – 2021 UNITY TRADING (PVT) LTD (SRI LANKA)

Title: **Sales Executive**

#### DUTIES & RESPONSIBILITIES:

- ✓ Identifying anticipating and satisfying customer requirements profitable
- ✓ Identifying and implementing customer, consumers and clients
- ✓ Effectively present and discuss the products and services of the company, to current and prospective customers in a way that conveys an image of quality, integrity and superior understanding and delivery of customer needs.

### 2015 – 2019 YAMAHA MOTORS (Doha-Qatar)

Title: **Sales Executive**

#### DUTIES & RESPONSIBILITIES:

- ✓ Meeting and greeting customers and making them feel welcome
- ✓ Devising and implementing the organization's sales strategies
- ✓ Finding new channels for selling and distribution of products
- ✓ Building rapport with a customer and subsequently closing the deal
- ✓ Building relationships with new customers and distributors
- ✓ Demonstrating products to customers
- ✓ Maintaining good business relationships with existing clients
- ✓ Liaising with suppliers and manufacturers on a daily basis
- ✓ Holding meetings to discuss progress of existing projects
- ✓ Deal with customer feedback, enquiries, complaints and refunds
- ✓ Ensuring that business paperwork is stored in a secure location
- ✓ Protecting client's personal data and information
- ✓ Liaising with office to ensure relevant stock is delivered on time
- ✓ Responsible for the marketing and advertising on new and existing products
- ✓ Ensuring sales targets are met before the specified deadlines
- ✓ Supervising junior sales representatives
- ✓ Prepare & maintain all records, correspondence & files.
- ✓ Advertisements & Client- customer's negotiations.
- ✓ Participating in meetings with the organization's board of directors

### 2013 -2014 Al-Dewaan Real Estate & Rent A Car(Doha-Qatar)

Title: **Sales Representative**

#### DUTIES & RESPONSIBILITIES:

- ✓ Working as part of the sales team to develop both new and existing markets.
- ✓ Involved in developing sales & pricing strategies.
- ✓ Liaising with customers & the dealer network to answer and resolve their queries.
- ✓ Identifying and then researching potential leads and opportunities
- ✓ Constantly developing existing sales processes which will generate sustainable growth.
- ✓ Responsible for developing own portfolio of customers.
- ✓ Collecting all the information required to create a request for an estimate.
- ✓ Writing accurate & informative sales reports and documentation.
- ✓ Contacting prospective clients by phone and email.
- ✓ Identifying the customer's needs.
- ✓ Evaluating competitor activity and developing appropriate responses.
- ✓ Attending sales appointments at client's premises.
- ✓ Making appointments to meet new and existing clients.
- ✓ Participating in meetings with the organization's board of directors

### 2011-2012 Express News papers (Pvt) Ltd. (Colombo-Srilanka)

Title: **Marketing officer**