

ANSARY JAINULABDEEN

Sales Executive

Villa 38, Surat Street.

Muroor Road.

Abu Dhabi. UAE.

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PROFESSIONAL SUMMARY

More than 10 years' experience in **Sales and Stores Department**. Career Objectives to work in challenging atmosphere and excel in all Assignment which I take-up in my professional career to work for an institution where growth counts and work appreciated.

SKILLS & COMPETENCIES

Sales Expertise Product Knowledge Customer Relationship Management Market Analysis
Presentation and Communication Time Management Problem Solving Team Collaboration
Technology Proficiency Results-Oriented

PROFESSIONAL EXPERIENCE

I. Sr. SALES EXECUTIVE

Obaikan Equipment & Services. Doha, Qatar.

Dec 2015 to Dec 2021

Products: Baldwin Filters –USA, Perkins Engine Parts & Filters-UK, BT Filters-China, Lister Peter Low Power Gensets-UK, Batteries, Tires, Oil etc.

Responsibilities:

- Planning and executing solutions for the sales team to deliver to customers.
- Mentoring sales team members
- Identifying business opportunities with current and prospective customers
- Analyzing opportunities by researching the industry and market trends
- Maintaining relationships with larger clients by providing information, support, and guidance
- Preparing reports by collecting sales information and statistics
- Payment follows up and time to time collection.
- Maintain stock availability and parts forecasting and ordering.

II. SALES SUPERVISOR

QDT CO LLC. Doha, Qatar

April 2013 to Oct 2015

Products: Baldwin Filters-US, Batteries, Oil etc.

Responsibilities:

- Supervise sales operations of sales team.
- Follow-up leads and samples provided by sales team.
- Implement strategies to sell products or services.
- Build new customer base to maximize sales.
- Retain existing customers by providing prompt customer services.
- Supervisor and oversee the maintenance of customer databases.
- Supervise accounts receivable steam in collecting balances.
- Supervise field marketing and sales force.
- Analyze field reports and prepare sales documents.
- Analyze competitor pricing proposals and sales strategies.

III. STORE COORDINATOR

INDUSTRIAL EQUIPMENT SERVICE CO (IESCO) - Doha, Qatar 2012 to 2013

Roles and Responsibilities

- The Warehouse Coordinator reports directly to the Executive Director.
- Teamwork & Communication Embrace, support, and promote the vision and strategic plan of the organization Provide regular updates to the Executive Director and members of the Management.
- Team regarding warehouse activities effectively communicate with management, co-workers and volunteers Use and promote technology to aid communication and operations.
- Prepare monthly status reports detailing all tasks and activities accomplished, in progress and anticipated in the next month in addition to any problems or issues.
- Coordinate warehousing and inventory components of the organization.
- Ensure warehouse is organized, presentable, and safe always.
- Organize the timing, quantity, and spacing of donations in to warehouse.
- Monitor warehouse space and quantities of give-away, mending, and / or stain boxes in a 'green' and resourceful manner.
- Develop systems to maintain warehouse consistency.
- Study warehousing and inventory management industry issues and trends
- Use donated items in a creative and resourceful manner.
- Utilize monthly inventory reporting to anticipate layette supply needs.
- Understand inventory levels and work with Executive Director to help generate sufficient levels of layette supplies.
- Coordinate the year-end inventory count.
- Continually assess inventory systems to identify issues and opportunities for improvement.

IV. ASST.STOREKEEPER

JK AGENCIES - Thiruvananthapuram, India 2011 to 2012

Roles and Responsibilities

- Looking after day to day functions of stores
- Effective inventory management.
- Identifying and disposing of scrap.
- Knowledge of insurance claims.

- Maintenance of material requirement planning.
- Knowledge of export import function.

IV. STOREKEEPER

**ALMARAI COMPANY - Jeddah – KSA
2008 – 2011**

Almarai is a well-known dairy products maker in the Gulf Region. My roles a Forklift Operator to workload and manage to filling methods and management techniques also checking the loaded sales truck as per the company order.

Reference: Seo SamhBuckley (Joe) O 'Brien – Regional General Manager – NWR Jeddah
Mail ID: joe.obrien@almarai.com Mob.: (+966) 504133146

Roles and Responsibilities

- Receiving and inspects all incoming inventory and reconciles with purchase orders, processes and distributes documentation with purchase orders, preparing reports and tracks damages and discrepancies on orders received.
- Returning the expired and damaged stocks to destroy department.
- Delivering the inventory as requested.
- Maintaining the warehouse, record area and store area in a neat and orderly manner.
- Unloading inbound dairy products safely and move product to storage locations.
- Ensuring inbound and outbound products are accurate and free of damages.
- Ensuring the forklifts is in a neat and clean order. On a daily basis, inspect and perform minor maintenance on the forklift. Operate forklift in a safe and efficient manner following prescribed work methods.

V. COUNTER SALESMAN

**BAHAR ALMADHINA SUPERMARKET - Sharjah, UAE
2006 - 2008**

Worked as a Counter salesman in Bahar Al Madhina which is also a well known Supermarket in Sharjah From August 2006 to January 2008.

Roles and Responsibilities

- Maintaining an awareness of all promotions and advertisements.
- Communicating customer requests to management.
- Assisting in completing price changes within the department.
- Assist in ringing up sales at registers and / or bagging merchandise.

VI. WAREHOUSE In-Charge

**MARAICA INDUSTRIES - Chennai, India
2002 - 2004**

Working as a Warehouse In-Charge in Maraica Industries in Madras, which is manufacturing metal and supply all over in India.

Roles and Responsibilities

- Maintaining the warehouse, records area and stores area in a neat and orderly manner.
- Answering questions regarding procedures and resolves discrepancies regarding receipts, deliveries.
- Filling supply requisitions, assists buyer to order adequate merchandise and supplies, delivers orders to faculty and staff.
- Handling and documents storage and transportation of hazardous materials.

EDUCATION AND PROFESSIONAL DEVELOPMENT

<u>Curriculum of studies</u>	<u>Aggregate Mark</u>	<u>Class</u>	<u>Year of Passing</u>	<u>Institution Address</u>
SSLC	68%	I	1994	Tamil Nadu State Board Examination.
HSSC	67%	I	1996	TamilNadu StateBoard Examination

KNOWN LANGUAGES

English Tamil Arabic Hindi Malayalam

PERSONAL DETAILS

Date of Birth : 21/04/1977

Gender : Male

Marital Status : Married

Nationality : Indian

Religion : Muslim

Passport : W9774558

Driving

License : QATAR, OMAN AND INDIA.

Address : Vayalilputhan Veedu, Perayam, Umayanalloor, P. Box. 691589,

(Temp) : KollamDistrict, Kerala. India.

Acknowledgement

Having considered all my acquired knowledge and work experiences, I believe that, if I have got the chance to become a Sales Supervisor, Purchasing Officer, and Store Supervisor. I contribute more for our company goals and objectives.

Yours Truly

Ansary Jainulabdeen

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