

About Me **Muhamad Rayees TP**



7+ Years' experience
December-30-1992
Doha, Qatar

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Sales Executive

Poised to leverage Sales, Marketing & Business Development skills towards launching a successful career with a growth-centric organization

Working Experience: -

1-Organization: - RAS Trading & Services, Doha - Qatar

Designation: Sales Executive

Period: - October-2016 to Present

- Finding new clients who could benefit from company products in a designated region
- Responding to incoming emails and phone enquiries
- Travelling to visit potential clients
- Purchasing materials as per customer requirements
- Establishing new, and maintaining existing, relationships with customers
- Managing and interpreting customer requirements
- Calculating client quotations
- Negotiating and closing sales by agreeing terms and conditions
- Invoice preparation and on time submission to credit customers
- Collecting payments according to invoice due dates.
- Offering after-sales support services
- Administering client accounts
- Analyzing costs and sales
- Preparing Sales, Purchasing and Monthly profit reports for head office
- Meeting regular sales targets
- Operating Comrade Accounting Software.
- Recording and maintaining client contact data
- Solving client problems.
- Providing training and producing support material for the sales team



2-Organization: - ALANKAR Curtains & Furniture- Payyannur, Kerala - India

Period: - 01/02/2015 - 30/06/2016

Designation: - Sales Executive

- Responsible for generating sales to attain maximum profit and to develop good relation with the customers
- Selling furniture to prospective customers
- Meeting sales predetermined targets
- Attend to showroom visitors or customers and answer their inquiries with regard to product specifications, pricing and payment methods. Demonstrates product in accordance with procedures
- Keeping the record of customer information for customer call reports.
- Negotiating and finalizing sales agreements and ensures timely payment of receivables.



Academic Credentials

- National Examination Board in Occupational Safety & Health**
[Pursuing]
- Bachelor of Commerce - 2014**
[Bangalore University –Bangalore – INDIA]
- Plus Two - 2011**
[Central Board of Higher Secondary Examination –Kerala – INDIA]
- **SSLC – 2009**
[Board of public examination – Kerala – INDIA]



Computer Proficiency

- Microsoft Office Suit (Excel, Word, Power Point)
- Accounting Package (Tally, ERP), Peachtree & Quick Books



Skills

- Meeting sale goals.
- Presentation skill.
- Client Relationship.
- Preparing weekly confidential sales reports for presentation to management.
- Prospecting Skills.
- Emphasizing Excellence.
- Sales planning & report
- Flexible in understanding new concepts.



Personal Details

Languages : **English, Hindi, Malayalam, Tamil**

Birthday : 30/12/1992 Marital Status : Single
Nationality : Indian

Gender : Male Passport No : **P0736064**

Qatar Visa Status : Under Company Sponsorship

Declaration

I, Muhamad Rayees TP, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Muhamad Rayees TP

Doha, Qatar