

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



Personal Details

Languages	:	English, Hindi, Malayalam, Tamil	
Birthday	:	30/12/1992	Marital Status : Single
Gender	:	Male	Nationality : Indian
Qatar Visa Status	:	Under Company Sponsorship	Passport No : P0736064

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