



RESUME

Mohammed Abdul Azeem Khan

Sales Executive – Spare Parts & Warehouse Coordinator

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PROFILE: -

Results-driven sales professional seeking suitable opportunity employing proven expertise in identifying opportunities and growing the sales base. Strong problem-solving, influence and negotiation skills guarantee successful business-to-business sales and positive long-term customer relationships.

WORK EXPERIENCE: -

- Spare Parts Sales Counter / Storekeeper.

At INDO Max Spare Parts Service Centre in Hyderabad – India, From SEP-2020 to December 2023.

Key Job Responsibilities: -

- ✓ To maintain the records of spare parts & identify the parts for accident and damage car under the workshop team and individual customers of their requirements.
- ✓ To coordinate with service and spare parts manager to release the material on behalf of them.
- ✓ To coordinate with account department & prepare the customers invoices to submit them.
- ✓ Agreed the terms and conditions to release the parts to a customer under specific warranty.
- ✓ Records all shipments of spare parts incoming and checks with the packing list
- ✓ Provides information of any excess, lose and damaged item
- ✓ Take the responsibility of the stock only on the bases of an effective /documented and signed inventory.
- ✓ Ensure the proper reception of parts
- ✓ Ensure the proper storage of parts and the management of locations
- ✓ Ensure the proper delivery / transfer of parts .
- ✓ Establish spare part purchasing request to re-complete the stock
- ✓ Maintain Minimum reordering Stock levels .
- ✓ Ensure systematically stock reconciliation .
- ✓ Inform the workshop Manager of any discrepancies / trace causes
- ✓ To check competitor ahead in the market for genuine and local parts into the market.

WORK EXPERIENCE :-

Coordinator – Spare Parts / Warehouse .

At INMA Gulf Development and Construction L.L.C in Dubai - UAE, From SEP-2015 to June 2020 (4.5 Years)

Established in 1972, Gulf Development & Construction (INMA) LLC (Part of Juma Al Majid Group) has steadily grown over the years to represent more than 21 World leading manufacturers - who produce the highest quality of Construction & Industrial equipment at an affordable price.

ATLAS COPCO (Sweden) - Portable Screw Air compressors, Air dryer, Hammers, Tools & Accessories.	DYNAPAC (Sweden) - Double Drum Rollers, Power trowels, Compactors, Concrete mixer & Light Equipment.	HUSQVARNA (Germany) - Gardening Equipment, PARTNER Saw & Road Cutters, Abrasiveblades.
CONTROLS (India) - Concrete Cube Moulds 100x100cm, Thermometer, Mini & Maxi Concrete Temperature.	BELLE (UK) - Petrol, Diesel & electric Concrete Mixers from 100 to 400 liters.	HATZ (Germany) - Diesel Generators & Engines 5 to 200kva.

Key Job Responsibilities:-

- ✓ Handling complete parts sales process of walk in customers in a showroom to selling parts, process the order and achieve monthly budgeted net sales.
- ✓ Handling telephonic enquires emails and references from existing and new customers to process the quotation as per there parts requirements.
- ✓ Ensuring accurate identification of customers' needs by means of parts catalogues and computer stock lists using Oracle application module.
- ✓ Responsibility for credit customer's follow-up of payments as per credit terms and conditions granted to the customers.
- ✓ Ensuring to communicate & consume parts ordered on urgent orders as soon as parts received.
- ✓ Assisting warehouse team with monthly inventory to maintain stock inventory with no discrepancy during annual stock report.
- ✓ Ensure all transactions take place according to dealership policy manage other admin tasks as assigned. To demonstrates products and services as necessary by clients and management.
- ✓ To claim the spare parts in accordance with guidelines (warranty, goodwill, exchange).
- ✓ Providing customers with quotations; in liaise with the management, negotiating the terms of an agreement and close the deal.
- ✓ Providing competent technical advice to customers, and responsible for proper billing.
- ✓ Have to Process customer orders and recommend additional related repair items.
- ✓ Preparing all-inclusive price offers in consultation with the service department.
- ✓ Following up proposals as required, respond to customer inquiries / issues.
- ✓ Attending sales meetings/conferences/training as and when the opportunity arises.
- ✓ To maintain contact & respond to enquiries from existing and potential customers.
- ✓ Ensuring effective internal communications within service divisions & marketing team.
- ✓ To maintain excellent relationships with clients through superior customer service.

- **Sales Executive**

At M/s Noorhan Auto Parts Trading LLC, Dubai – UAE, From Apr – 2011 to Sept – 2014 (4 years)

Noorhan is the Authorized dealer of Japanese car brands of NISSAN, TOYOTA, MITSUBISHI, HONDA and MAZDA genuine Spare Parts in Dubai. Noorhan stocks thousands of Genuine auto spare parts of mostly all Toyota, Nissan, Mitsubishi, Honda and Mazda models and provides them to its customers at the most competitive prices for Export and Retail enquiries.

Key Job Responsibilities:-

- ✓ Sales associates specializing in automotive parts and duties of customer service in retails field.
- ✓ Responsible for Develop business relations with all leading companies; rent a car, Individual customers him and major auto workshops across the UAE.
- ✓ Manage local Sales and cater to retail and wholesale customers, develop and maintain relations with overseas customers to promote exports.
- ✓ Handling and responsible for sales floor, answer them questions, locate automotive parts as per customer requirement.
- ✓ Responsibility for stocking shelves, taking inventory and handling returns. Achieve sales targets set by the company, to fulfill the requirements of customers on counter sales as well as on Telephonic responsive.
- ✓ To handle daily Sales & Purchases. Prepare Quotations and submit the customers & Export the Orders and to maintain Good Customer relations & keep follow up sales by weekly and monthly.
- ✓ Handling the cash and credit customer to open the accounts of dealer and workshops with the advice of finance department.
- ✓ To arrange delivery the parts to a customer within timely manner and maintain the strong relationship, to check compete tar ahead in the market for the genuine and local market
- ✓ Checking all authorized car dealer showroom for any new brand vehicle at launch in market.

- **Sales Executive**
At M/s The Mithra Agencies in Hyderabad – India, From Jan-2008 to Feb-2011
Mithra Agencies is an authorized dealer of Maruti Suzuki spare parts.

Key Job Responsibilities: -

- ✓ To handle sales the genuine spare parts & accessories of all models of Suzuki cars.
- ✓ To maintain the records of spare parts & identify the parts for accident and damage car under the workshop team and individual customers of their requirements.
- ✓ Working directly with under the Maruti Suzuki workshop and selling the parts to direct customers.
- ✓ To coordinate with service and spare parts manager to release the material on behalf of them.
- ✓ To coordinate with account department & prepare the customers invoices to submit them.
- ✓ To check weekly and monthly inventory report and make a local order to the Maruti Suzuki supplier.
- ✓ Agreed the terms and conditions to release the parts to a customer under specific warranty.
- ✓ To check the all Suzuki dealer for any new models are upcoming into the market
- ✓ To check competitor ahead in the market for genuine and local parts into the market.

EDUCATION & TECHNICAL EXPERTISE

- Intermediate (CEC , Passed In Year 2000) From St .Joseph June College , HYDERABAD.
- Familiar with all types of Operating Systems.
- Good knowledge of Tally & Ms. Office , Ms Word, ERP Software System.
- Zoom Education Certificate PC Hardware & Networking

PERSONAL DETAILS:

- Date of Birth : 15-04-1979
- Religion : Islam
- Marital Status : Married
- Languages known : English, Hindi , Urdu ,