



MOHAMMED ABDUL AZEEM KHAN

SALES / WORKSHOP COORDINATOR

OBJECTIVE

Results-driven sales professionals seeking suitable opportunities employing proven expertise in identifying opportunities and growing the sales base

WORK EXPERIENCE

Indo Max Spare Parts Service Center

SEPT 2020 - DEC - 2023

Workshop Cum Sales Coordinator

- To maintain spare parts records, shipments, re-ordering stock levels
- Ensure reception/storage/delivery/transfer of parts, stock reconciliation
- Taking responsibility for stock based on effective/documented and signed inventory
- Supported sales team in organizing and executing sales initiatives
- Coordinated communication between sales representatives & customers.
- Prepared sales reports and provided insights to improve sales strategies.
- Handled customer inquiries and provided information on products/services.

INMA Gulf Development & Construction LLC, Dubai

SEPT 2015 - 2020 JUNE

Spare Parts/Warehouse Coordinator

- Assisting warehouse team with monthly inventory to maintain stock inventory with no discrepancy during the annual stock report
- Claiming the spare parts following guidelines (warranty, goodwill, exchange)
- Preparing all-inclusive price offers in consultation with the service department
- Attending the sales meetings/conferences/trainings as and when the opportunity arises
- Worked with brands like - Atlas Copco Sweden, Dynapac Sweden, Husqvarna Germany, Controls India, Belle UK, Hatz Germany and other local brands.

Noorhan Auto Spare Parts Trading, Dubai

APR 2011 - 2014 SEPT

Sales Executive

- Handling daily Sales/Purchases, Cash/Credit Customers, opening accounts for Dealers/Workshops with the accounts department
- Responsibility for stock shelving, inventory, handling returns, achieving sales targets
- To arrange delivery of the parts for customers within a timely manner to maintain a strong relationship

CONTACT

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Al Rigga , Dubai

EDUCATION

1998 - 2000

St Joseph Junior College

- Intermediate

SKILLS

- Tally
- ERP Software
- MS Office
- PC Hardware Networking

LANGUAGES

- English (Fluent)
- Arabic (intermediate)
- Urdu (Fluent)
- Hindi (Fluent)
- Telugu (Intermediate)

PERSONAL DETAILS

- Date Of Birth - 15-4-1979
- Religion - Muslim
- Martial Status - Married

The Mithra Agencies, Hyderabad, India

JAN 2008 - FEB 2011

Sales Executive

- Handling sales of the genuine parts and accessories of all Suzuki cars
- To maintain the records of spare parts and identify the parts for accident and damaged cars
- Coordinating with service and spare parts manager to release the material, account department for invoicing the customer
- Agreed on the terms and conditions to release the parts to a customer under a specific warranty

REFERENCE

Noorhan Auto Spare Parts Trading, Dubai

Contact Person: Rana

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INMA Gulf Development & Construction LLC, Dubai

Contact Person: Mohammed junid

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