



# SIDDIQUE AKBAR

SALES EXECUTIVE/ADMIN

## CAREER OBJECTIVE

To obtain a challenging and rewarding Sales Executive position, utilizing my strong communication, interpersonal, and organizational skills to drive revenue growth and exceed targets.

## PROFILE SUMMARY

### FMCG Sales Executive

- Experienced FMCG Sales Executive with a successful track record in driving revenue growth.
- Proven ability to develop and maintain client relationships, negotiate deals, and exceed sales targets.
- Skilled in market research, strategic selling, and customer relationship building

### Administration (Admin) Professional

- Detail-oriented Admin professional with expertise in office management and organizational tasks.
- Proficient in scheduling, coordinating meetings, and handling administrative processes.
- Strong communication skills and a focus on maintaining efficiency.

### Sales Supervisor

- Results-driven Sales Supervisor with leadership experience in motivating and guiding sales teams.
- Effective communicator who understands market dynamics and adapts strategies accordingly.
- Proven ability to meet or exceed sales goals.

### Stock incharge

- Diligent Stock-In-Charge professional skilled in inventory management.
- Experienced in maintaining accurate stock levels, minimizing wastage, and optimizing storage.
- Proficient in using inventory software and conducting regular audits.

### Warehouse Supervisor

- Dynamic and detail-oriented Warehouse Supervisor with good experience in warehouse and inventory management.
- Proven track record in managing warehouse operations, solving distribution issues, and leading teams.
- Adept at implementing process improvement strategies to reduce costs, streamline processes, and improve customer service.

## CONTACT

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siddiar32@gmail.com

DOHA QATAR

## EDUCATION

SECONDARY SCHOOL  
LEAVING CERTIFICATE

Tenkasi, India

## PERSONAL DETAILS

Date of Birth : 5th March 1986

Father's Name : Mohammed  
Iqbal K.A.

Nationality : Indian

Sex : Male

Religion : Islam

Passport No. : T2127856

Date of Expiry : 24/06/2029

Visa Status : Residence Permit

License : Holding QATAR  
driving License (Automatic car)

## LANGUAGE

English,  
Hindi,  
Kannada,  
Malayalam  
Tamil

## WORK EXPERIENCE

**19 years in Sales Industry (7+ years in India & 12 years in GCC)**

Marketing Manager & Specialist

- **West bay International**

Sales Executive

March 2024 to July 2024

- **Burma Home Needs**

Sales Executive

September 2017 to April 2021

- **Rabiah Qatar Trading W.L.L**

Admin cum Sales Executive

June 2021 to Jan 2024

- **I TECH WORLD COMPUTERS L.L.C, Dubai, UAE**

Purchasing Officer

September 2016 to May 2017

- **Armenian Trade House Foodstuff Trading L.L.C, UAE**

Stock In charge

April 2013 to August 2016

- **I TECH WORLD COMPUTERS L.L.C, Dubai, UAE**

Show Room In-charge cum Salesman

March 2012 to April 2013

- **AL MADINA GROUP OF COMPANIES, Dubai, UAE**

Cashier and Data encoder.

May 2009 to Jan 2012

- **ARAB TEC CONSTRUCTION COMPANY, Dubai, UAE**

Office Assistant

March 2008 to April 2009

- **M/S. SYED SUPER BAZAAR, BANGALORE, INDIA**

Merchandiser/Counter sale representative

April 2004 to November 2007

## JOB RESPONSIBILITIES

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up to date with industry trends
- Attending Calls of Customers & reply to their queries.
- Maintaining inventory for goods and office supplies which includes ordering, receiving, and allocating.
- Supervising/observing the movement of goods.
- General bookkeeping functions: deposits, pay bills, etc.
- Maintaining customer confidence and protects operations by keeping information confidential.

## SKILLS

- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate a personal computer and related software.
- Ability to perform basic accounting work; type accurately, maintain records and files; effectively plan and supervise the work of others; work cooperatively
- Ability to meet deadlines.
- Speed and accuracy with attention to detail.
- Knowledge in MS Office, Tally, POS Machine Billing Software's.

## DECLARATION

The information provided above is true to the best of my belief and knowledge. I assure that, If I am placed, I will serve the firm with utmost genuineness and dedication.

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