



SHAFSEED VAZHAYIL

SALES EXECUTIVE



+97470359786, +91 9961506534



shafsev@gmail.com

QUALIFICATIONS

POST GRADUATE IN SHIPPING & LOGISTICS

Institute of Logistical Management
| 2012

BACHELOR OF BUSINESS ADMINISTRATION

College of Commerce, Kannur
University, Kerala, India
| 20 11

HIGHER SECONDARY

Board of Higher Secondary
Examinations, Kerala, India
| 2008

SSLC

Board of Public Examinations, Kerala,
India
| 2005

TECHNICAL SKILLS

MS Word

MS Excel

MS PowerPoint

Acrobios (Accounting Software)

Phone Number

+97470359786, +91 9961506534

Email

shafsev@gmail.com

Location

Qatar

CAREER SUMMARY

A highly motivated and results-driven Sales/Office Coordinator with over 8 years of experience in the administration field. I bring valuable exposure to manufacturing and trading companies, where I have successfully adapted to fast-paced environments. My expertise includes sales coordination, achieving sales targets, maintaining cash controls, and overseeing payroll and personnel administration. I am skilled in purchasing, managing accounts payable, and ensuring the smooth functioning of office operations. I seek to leverage my strong organizational skills, attention to detail, and ability to drive efficiency to contribute to the success of a dynamic organization.

WORK EXPERIENCE

Dec 2021 – Present

SALES EXECUTIVE

TRANSGLOBAL TRADING&CONT.CO. W. LL, QATAR

Achievements/Tasks

- Regularly conduct sales calls and on-site visits to existing and prospective clients to understand their needs and present suitable product solutions.
- Identify and source products that align with customer requirements, ensuring the best fit for quality, cost, and delivery timelines.
- Consistently exceed set targets in terms of sales volume and product mix by effectively analyzing and implementing sales strategies across the assigned territory.
- Maintain proactive communication with clients to follow up on payments, ensuring timely settlement of invoices. Collect cheques and resolve any payment discrepancies.
- Build and sustain strong client relationships to facilitate seamless payment processing, ensuring a positive client experience and ongoing satisfaction.
- Monitor competitor strategies and devise countermeasures to increase market share by identifying marketing opportunities and target markets.
- Employ strong communication and negotiation skills to address payment issues, secure prompt payments, and maintain positive business relationships.
- Regularly assess market opportunities, identify potential customer bases, and target suitable markets to expand client outreach.
- Keep detailed records of payment transactions, update accounts receivable ledgers, and manage data to ensure accurate and current financial tracking.

Feb 2020 – Sep 2021

SALES ENGINEER

MAGNUM TRADING & TECHNICAL SERVICES W.L.L - MAGNUM
AUTO SPARE PARTS, QATAR

Achievements/Tasks

- Conduct regular sales calls and on-site visits to current and potential customers to understand their specific needs and requirements for auto spare parts.
- Source and provide products tailored to customer specifications, ensuring high-quality solutions that meet client expectations in terms of performance, durability, and compatibility.
- Consistently exceed sales targets in terms of volume, revenue, and product mix by implementing effective sales strategies and maximizing opportunities within the designated sales territory.
- Analyze competitor strategies and develop countermeasures to increase market share. Identify unique selling points and advantages to position the company's products more effectively.

PERSONAL INFO

Nationality : Indian
DOB : 20th Sep 1988
Gender : Male
Marital Status : Married

PASSPORT DETAILS

Passport No : V2206700
Date of Expiry : 31/08/2031
Place of Issue : Calicut

DRIVING LICENSE

Valid Qatar Driving License

License No : 28835661847
Date of Expiry : 09-10-2027

LANGUAGES KNOWN

English

Malayalam

Hindi

Tamil

2016 – 2020

SALES EXECUTIVE

DRILLONE TRADING & CONTRACTING WLL, QATAR

Achievements/Tasks

- Conduct regular sales calls and in-person visits to understand customer needs and provide tailored product solutions that meet specific requirements.
- Consistently exceed sales, volume, and product mix targets by applying strategic sales management processes, which include analyzing, implementing, and controlling opportunities within the sales territory.
- Actively demonstrate products to customers, showcasing key features and benefits to effectively address customer requirements and enhance purchase confidence.
- Implement the company's strategies to expand the core market base, leveraging market research data to drive business volume growth and increase market share.
- Prepare detailed proposals, manage submittals, and discuss contract terms with customers, ensuring clear understanding and alignment on project scope, pricing, and execution.
- Provide logistical support and manage arrangements during project execution, ensuring all necessary materials and resources are available on-site.

Mar 2012 – Apr 2013

OFFICE CUM SALES COORDINATOR

TEAKHOMZ FURNITURE PRIVATE LTD

Achievements/Tasks

- Take on a leadership role in the showroom during the manager's absence, ensuring smooth operations and effective customer service.
- Greet and assist customers, handle inquiries, and provide product information. Support sales efforts by addressing customer needs, handling objections, and encouraging new business while maintaining strong client relationships.
- Purchase supplies and equipment as authorized by management, ensuring that the showroom is well-stocked and operational.
- Manage payroll processing using Acrobios accounting software, maintain the petty cash fund, and assist in the administrative tasks such as filing records, preparing monthly sales reports, and updating customer information.

KEY SKILLS

Sales & Finance Acumen

Administrative Processes

Office Management

Product Sourcing

Sales Target Achievement

Account Management

Market Analysis and Research

Negotiation and Issue Resolution

Sourcing and Negotiation

Market Assessment

Customer Targeting

Time Management

Communication Skills

Team Collaboration

DECLARATION

I do hereby declare that the above-mentioned details are true and correct to the best of my knowledge, Information and belief.

SHAFSEED VAZHAYIL