



SHAMEEJ T.M

VANSALES MAN

PROFILE

Van Sales & Administration Specialist with 10 plus years of Gulf experienced looking to obtain a position in sales where I can utilize my experience, knowledge, and communication skills to contribute to a creative and forward-thinking organization

CONTACT ME

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Doha Qatar

PERSONAL DETAILS

Nationality: Indian

DOB : 21/05/1987

DRIVING LICENSE

UAE & QATAR Driving License

Class of Vehicle: Manual light vehicle 3

► EMPLOYMENT CHRONICLE

● VANSALLES MAN (2022 - PRESENT)

ADMIRALS TRADING L.L.C, DUBAI

Responsibilities:

- *Preparing marketing and sales strategies*
- *Conducting research on competitors' products and services*
- *Maintaining a healthy relationship with the clients*
- *Answering client's questions in a professional manner*
- *Creating awareness of the products and services offered by the company*
- *Ensuring the company meets the sales targets*
- *Negotiating the deals with the clients*
- *Taking feedbacks from the clients*
- *Promoting the company's existing brands and introducing new products to the market*

● SALES EXECUTIVE (2018 - 2022)

BASIX COSEMTICS TRADING LLC, DUBAI

Responsibilities:

- *Executing the company's products sales plan*
- *Opening new markets and engaging with new clients & customers from all aspects*
- *Providing excellent product information*
- *Negotiating products prices & profit margin to our clients*
- *Arranging the delivery of products to our clients*

● TRANSPORT COORDINATOR (2013 - 2017)

ROYAL FORK CATERING LLC, ABUDHABI

Responsibilities:

- *Arrange all daily delivery, maintain and daily routine checkup for vehicles*
- *Coordinate sales effort with team members and other departments*

LANGUAGE

English

Arabic

Hindi

Tamil

Malayalam

INTERESTS

 Driving

 Travelling

 Football

● ADMINISTRATION ASSISTANT (2006 - 2009)

SCHLUMBERGER OVERSEAS, DOHA - QATAR

Responsibilities:

- Maintained up-to-date billing system
- Updated all R&M Tools in system
- Maintain customer file

➤ EDUCATION

● HIGHER SECONDARY

*Board of Higher Secondary Examination,
Kerala, India*

● SECONDARY

Board of Public Examination, Kerala, India

➤ SKILLS

- Communication
- Proven work experience as a Sales Representative
- Knowledge of MS Office
- Excellent selling, negotiation and communication skills
- Prioritizing, time management and organizational skills
- Negotiation
- Ability to create and deliver presentations tailored to the audience needs
- Relationship management skills and openness to feedback

➤ DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAMEEJ T.M