

CURRICULUM VITA

MOHAMMED ANVAR THARIQUE KULAMBIL
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Profession: Sales cum Procurement & Office Administrative

CAREER OBJECTIVE:

Intend to build a career in Sales, Procurement and administrative functions of corporate organization with committed & dedicated people, which will help me to grow myself and contribute for the organizational growth.

EDUCATIONAL QUALIFICATIONS:

- **BA-** Bachelor of Arts from Calicut University.
- **HSE-** Higher Secondary Education from Government of Kerala.
- **SSLC** (Secondary School Leaving Certificate) from Government of Kerala.

WORK EXPERIENCES ■ WITH RESPONSIBILITIES:

As a Sales Person, I am a well experienced in all types of Sales & Purchase operations/tasks & Deep knowledge with Hand Tools & Power tools & Building materials items, as on

Position: Sales Manager

Firm: M/s. Inspire steel trading and contracting. – Raslaffan – Al khor,

Duration: June 2024 – Till the date

- Managed and motivated a team of sales associates to achieve and exceed monthly and annual sales targets for building materials and related products.
- Built and maintained strong relationships with contractors, architects, builders, and retail customers to drive repeat business and referrals.
- Provided expert advice on building materials, including power tools, hand tools, and hardware, ensuring customers made informed purchasing decisions.
- Oversaw stock levels, coordinated with suppliers, and ensured the showroom was well-stocked with high-demand products.
- Maintained an organized, visually appealing showroom to enhance customer experience and showcase products effectively.
- Implemented sales strategies, promotions, and upselling techniques to maximize revenue and profitability.

- Conducted regular training sessions for sales staff on product knowledge, customer service, and sales techniques.
- Monitored industry trends, competitor activity, and customer preferences to identify new opportunities and adjust sales strategies accordingly.
- Managed the showroom's budget, including expenses, pricing, and profit margins.
- Ensured customer satisfaction by addressing complaints, processing returns, and providing post-sale support.

 **Position: Showroom head**

Firm: M/s. AL JAMAL Trading Est. – Garaffah - Doha,

Duration: July 2022 –Feb 2024

- Involves overseeing the day-to-day operations of a showroom.
- Includes managing staff, ensuring customer satisfaction, maintaining inventory, ensuring compliance with health and safety standards, and managing budgeting and financial records.
- Responsible for marketing and promotions and charge of developing and implementing new strategies to increase sales and customer engagement.

 **Position: Sales Manager**

Firm: M/s. INDEX building Materials Trading Est. – Musaffah - Abu Dhabi,

Duration: Dec 2018 – Dec 2021

- Achieving growth and hitting sales targets by successfully managing the sales team.
- Maintain our presence in Social Medias and participating in industrial conventions & exhibitions (ADIPEC, Abu Dhabi & Middle East Electricity @ Dubai WTC, Offshore Arabia exhibition & conference @ Dubai International Convention, Business Meets and Exhibition Centre, etc....)
- Increase customer's volume by networking in Oilfield, Construction & engineering, Marine and Facility management companies.
- Develop plans to acquire new customers or clients, through direct sales techniques, cold calling, and business-to-business marketing visit
- Answering to emails and phone enquiries; quick and respective response and the appropriate quote for projects and tender works,
- Discuss and determine negotiation rates & special pricing plans with the technical/Commercial teams.
- Weekly submitting weekly report to the management.

 **Position: Sales Cum Purchase Officer**

 **Firm: M/s. Abu Dhabi Hardware in Musaffah - Abu Dhabi,**

Duration: Feb, 2012 – Dec 2018

- Performs secretarial duties, data entry, receives and screens office calls and correspondence, responds to routine telephones inquiries; Prepare and processes of confidential correspondence, and general papers, etc.
- Maintain Sales, Purchase & Accounting operations with keeping all the records and documents controlling.
- Prepare and assemble materials; takes confirmation, materials deliveries and processes of travel/courier arrangements, etc.
- Schedules appointments and arranges sales meetings while needed;
- Responding to incoming email and phone enquiries; and quick and respective response to RFP & RFI & RFQ. And all the tender and local quotes preparation and follow-ups for the routine functioning.

 **Position: Sales & Purchase**

Firm: M/s. Mahal Mill Store In Kerala India.

Duration: June 2009- December 2011

- Maintain Sales, and Purchase operations with keeping all the records and documents controlling.
- Prepare and assemble materials; takes confirmation, materials deliveries and processes of travel/courier arrangements, etc.

MAJOR STRENGTH:

- Hard working, flexible & Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills,
- Self-Motivated & able to work independently.
- Ability to meet the client and fulfill their requirement with utmost quality.
- Interpersonal skills that enable cross functional success
- Leadership; able to influence others appropriately.

LANGUAGE KNOWS: English, Hindi, Tamil, and Malayalam. & basic Arabic

TECHNICAL PROFICIENCY:

Proficiency in Computer Programs, MS Office, Accounting applications PC Clerk, Amber, Zoho, Tally and Typewriting, etc....

PERSONAL DETAILS:

Father Name: **Saidalavi Kulambil**
Passport No: **V5708203**
Date of Birth: **15/07/1988**
Gender: Male, Marital Status: Married
Nationality: India,
Visa Status: **Employment (Transferable)**

DECLARATION:

I do hereby declare that the particulars given above are correct to the best of my knowledge and belief.

Muhammed Anwar_____

Place: Doha
Date:
1/02/2025