



DOB: 06-March-1983

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Doha, Qatar

sijojohnythekkan@gmail.com

## EDUCATION

**Diploma in Electronics & Communication**  
**Christ The King Institute of Technology, Coimbatore**  
**2004**

## KEY SKILLS

- Business Development
- Sales/Marketing
- Purchasing
- PCB Designing & Drafting
- H2S Safety Course
- Training on Scaffold Handling
- MS Office (Word, Excel, PowerPoint & Outlook)
- C++

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil
- Arabic

# SIJO JOHNY

## BUSINESS DEVELOPMENT OFFICER

A Marketing professional with 18 Years' experience in Sales, Direct Marketing, Purchasing, Dealership, having excellent relationship management, analytical and inter-personal skills, looking for new challenges.  
Skilled with Business Development, Sales/Marketing, Purchasing

## PROFESSIONAL EXPERIENCE

### Business Development Officer

April 2020 – Oct 2022

#### Fakhruddin Kaderbhai trading Co.WLL

- Providing insight into product development and competitive positioning.
- Developing and sustaining solid relationships with company stakeholders
- Analyzing customer feedback data to determine whether customers are satisfied with company products and services
- Responsible for promoting business of project sale.
- Responsible for promoting our agency products.
- Regular visits to clients & projects to promote
- Find prospective clients, source new agencies/products
- Developed the sale of power tools like Dewalt, Bosch, Makita
- To achieve monthly target by regular visits and meetings with clients.
- Handling outdoor sales
- Should keep the track of the quotation going out & its time, delay, not quoting reasons
- Payments collections for closing each sales transactions.
- Maintain healthy relation with staff and customers.

### Business Development Officer

Sep 2015 – March 2020

#### AL-Balagh Trading & Contracting Co.WLL

- To develop strong relation between the company and the customer.
- Responsible for promoting business of trading division.
- Responsible for promoting our agency products
- Find prospective clients, source new agencies/products
- Responsible for sending quotations own clients
- Taking approvals from clients and customer for some special products
- Taking price from local traders and factories
- Maintain healthy relation with staff and customers.
- Developed the sale of power tools like Dewalt
- Improved the sales of scaffoldings, and ladders.
- To achieve monthly target by regular visits and meetings with clients.
- Handling outdoor sales & delivery coordination

## **QATAR ID NO**

28335635705

Valid Up to 24-07-2025

NOC / Transferable.

## **PASSPORT NO.**

Y2238527

Valid Up To 29th May, 2034

## **DRIVING LICENSE**

Qatar Driving License

Valid Up To 11-05-2027

## **STRENGTH**

Hardworking & dedication

Willingness to learn

Positive Thinking

## **HOBBIES**

- Listening Music
- Reading Books
- Internet Surfing
- Sports Activities

- Should keep the track of the quotation going out & its time, delay, not quoting reasons
- Payments collections for closing each sales transactions.

## **Business Development Manager**

Feb 2014 – Aug 2015

### **Roots International, Doha, Qatar**

- To develop strong relation between the company and the customer.
- Maintain healthy relation with staff and customers.
- To achieve monthly target by regular visits and meetings with clients.
- Daily cash closing with proper documents done with accounts.
- Handling outdoor sales
- Should keep the track of the quotation going out & its time, delay, not quoting reasons
- Introduce new eligible clients to the company.
- To submit company details with business cards to sales coordinator
- Payments collections for closing each sales transactions

## **Showroom In-Charge & Business Development Manager**

May 2011 – Sep 2013

### **Cosmos Tools & Industrial Supplies, Doha, Qatar**

- To develop strong relation between the company and the customer.
- Maintain healthy relation with staff and customers.
- Developed the sale of power tools like Dewalt, Hitachi, and Makita.
- Improved the sales of hand tools, scaffoldings, and ladders.
- To achieve monthly target by regular visits and meetings with clients.
- Daily cash closing with proper documents done with accounts.
- Handling outdoor sales
- Should keep the track of the quotation going out & its time, delay, not quoting reasons
- Payments collections for closing each sales transactions

## **Sales Executive**

May 2010 – July 2011

### **Kairali FORD, Cochin, Kerala**

- Organizing and implementing sales programs and Brand strategies
- Maintain and improve service standards
- Ensure that the departments are kept customer friendly to enable them buy without human intervention
- Section wise man power allocation as required
- Align visual merchandise to sales plan to boost sales
- Handling outdoor sales

### Sales & Marketing In-Charge

April 2007 – April 2010

#### Afkar General Trading Co. Alshaya Perfumes, Kuwait

- Organizing and implementing sales programs and Brand strategies
- Maintain and improve service standards
- Ensure that the departments are kept customer friendly to enable them buy without human intervention
- Section wise man power allocation as required
- Align visual merchandise to sales plan to boost sales
- Handling outdoor sales

### Call Centre Executive

May 2004 – Mar 2007

#### ABC Customer Care Centre, a service provider of HUTCH. Cochin, Kerala, India

- Handling outbound calls for the bill payment
- Reminding the customers about the due date
- Recording and maintaining daily sales issues by using Software CRM
- Introduce the customers about new plans and offers

### DECLARATION

I hereby declare that all the above-mentioned information's are true to the best of my knowledge.

Place: Doha

Yours faithfully,

Date:

**(SIJO JOHNY)**