

SAHAD PK



CONTACT

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- Old Airport
- Doha, Qatar

SUMMARY

Experienced professional adept in procurement and sales management. Proven track record in negotiating contracts, optimizing supply chains, and driving revenue growth through strategic sales initiatives. Skilled in vendor management, cost analysis, and achieving business objectives. Strong communicator and collaborative team player dedicated to delivering exceptional results.

SKILLS

PROFESSIONAL

- Negotiation
- Vendor Management
- Cost Analysis
- Deadline Management
- Detail Orientation
- Time Management
- Interpersonal Skills
- Effective Communication

EDUCATION

SREEDEVI COLLEGE

Bachelor of Business Administration
2018- 2021

CHM HSS ELAYAVOOR

Higher Secondary School-
Commerce
2015- 2017

WORKING EXPERIENCE

CELL PLANET

Sale Executive | May 2024- Present

- Identify potential clients through research ,networking and cold calling
- Building and maintaining strong relationship to customer ensure repeat business
- Demonstrating and explaining products or services to potential buyer
- Work closely with marketing teams
- Maintain sales and reports

DOHA EXPO 2023

Visitor Service and Experience | Oct 2023- Mar 2024

- Welcome guests, answer questions, and work as a liaison with support staff as the event unfolds.
- Works closely with management team to maintain and exceed guest experience.
- Assist with the planning, preparation, and organization of events.

COMPUTER SKILLS

- TALLY
- MS EXCEL
- MS WORD
- ACCOUNTS SOFTWARE
- BILLING

LANGUAGE SKILLS

- English
- Hindi
- Malayalam
- Tamil
- Kannada

PERSONAL DETAILS

- Date of birth: 19/06/1998
- Nationality: Indian
- Passport No: U2772679
- Date of Issue: 19.11.2020
- Date of Expiry: 18.11.2030
- QID No: 29835621348
- NOC: Transferrable
- Driving License- Authorized

DECLARATION

- I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

Sahad PK

AL MAZIN TRADING CONTRACTING

Procurement Officer | Oct 2022 - Oct 2023

- Crafted and executed procurement strategies to enhance cost-efficiency and streamline sourcing processes.
- Oversaw supplier relationships, negotiated contracts, and evaluated performance to uphold quality standards and mitigate supply chain risks.
- Conducted rigorous cost analysis, identified savings opportunities, and managed budgets to achieve financial goals while maintaining high-quality standards.

NIKSHAN ELECTRONICS

Procurement/Sales Assistant | July 2021- Aug 2022

- Monitor inventory levels to ensure optimal stock levels that meet customer demand.
- Determine the layout and presentation of products in-store or online to maximize visibility and sales.
- Develop and implement promotional campaigns to drive sales and increase brand visibility.