

SAJID NALAKATH

Contact: -
+ 9 7 4 7 0 4 0 0 2 0 9
sajidnalakath@yahoo.com
nalakathsajid@gmail.com



PERSONAL SKILLS

- Good Organizational Skills and Pleasing Leadership Qualities.
- Excellent Communication Skills in Arabic, English, Hindi, Urdu, Malayalam and Tamil languages.
- Long Time Experience in Sales Management.
- Well Trained in Purchase Management.
- Experience in Office Management, Clerical Job & Document Control.
- Extensive experience in all aspects of Client Relationship Management.
- Well Trained in Stock Control Management.
- Familiar with ERP software (Microsoft dynamics)
- Proficient in Internet, Microsoft Word, Excel, and Windows.
- Excellent in Correspondence, Browsing etc.
- Highly Committed, Reliable, Responsible & Hard Working.
- Eager to Learn, Innovative, Creative and Ambitious.

PROFESSIONAL EXPERIENCE

Designation: **Asst. Sales Manager**

- Duration: Since May 2013
- Organization: Nabina Ceramic, Doha, Qatar
- Responsibilities as Asst. Sales Manager: -
 - ✓ Performing sales to achieving monthly sales target. I was awarded the Excellence Award in Targeted Achievement for the year 2018 by our Nabina Ceramic Company.
 - ✓ Assisting Showroom Manger in daily business activities.
 - ✓ Scrutinizing and signing the official documents when the showroom manager is not available.
 - ✓ Drafting and monitoring the stock order requests.

- ✓ Attending meeting with the Manager and staff.
- ✓ Issuing requests to prepare Cheques for the customers who return the materials purchased.
- ✓ Business Correspondence and follow-ups.
- ✓ Helping to improve the activities of all the Staff Members.
- ✓ Build and develop relationships with customers.
- ✓ Scrutinizing Quotations sent to the customers and following the same.
- ✓ Order materials and services as per negotiated and appropriately approved review quotations.
- ✓ Prepare purchase requisitions.
- ✓ Preparation of purchase orders in accordance with company policy and negotiated terms and conditions.
- ✓ Tracking of Purchase orders.
- ✓ Monitoring of the stock of fast-moving items.
- ✓ Ensure accurate and timely payment of invoices, as necessary for the business with the customers.
- ✓ Verifying and approving the enquiries.
- ✓ Attending the call from the clients for price negotiation and approving possible discounts.
- ✓ Follow up of the delivery and payment.

Designation: **Manager**

- Duration: April 2012 to May 2013
- Organization: Flow Way Trading Co. W.L.L, Doha, Qatar

Designation: **Purchase In-Charge / Sales Officer**

- Duration: March 2011 March 2012
- Organization: Bridgeway Technical Services Co. W.L.L, Doha, Qatar.

Designation: **Purchasing Clerk / Sales Officer**

- Duration: January 2010 to March 2011
- Organization: Hammam Maintenance & Trading Co.(Since 1982), Doha, Qatar

Designation: **General Manager**

- Duration: From March 2008 To November 2009
- Organization: Mahe Trading, Muaidher, Qatar

Designation: **Marketing Manager**

- Duration: From July 2007 To March 2008
- Organization: Golden Business Solutions , Doha, Qatar

Designation: **Warehouse In-charge**

- Duration: From August 2004 to July 2007
- Organization: Adam Marine Equip. Trdg. Co. Ltd., Sharjah, U.A.E

Designation: **Managing Partner Cum Office Assistant**

- Duration: February 2000 – December 2002
- Organization: Fast Track Internet Café, Cochin, Kerala, India.

Designation: **Computer Technician**

- Duration: June 1998 – February 1999
- Organization: Police Clinic, Qatar

Designation: **Clerk / Cashier**

- Duration: March 1996 - May 1998
- Organization: State Bank of Travancore, Badagara Branch, Kerala, India.

ACADEMIC BACKGROUND

- Bachelor Degree in Commerce, Pondichery University, India, 1993.

COMPUTER SKILLS

- Accounting Package(Tally, DacEasy, PeachTree & Quickbook), 2004
- Diploma in Computer Language and Applications(One Year), 1992
- FoxPro Programming
- MS Office
- Internet & MS Outlook

PROJECT / SPECIAL TRAINING

- Got 12 days training in General Banking Program Phase1, 1996
- Attended Annual Training Camp of National Cadet Corps for 10 days, 1992.

EXTRA CURRICULAR ACTIVITIES

- Served as Scout at College.

SPECIAL INTEREST

- Reading, Browsing, Travelling, Walking, Football, etc.

LANGUAGE SKILLS

- English, Arabic, Hindi, Urdu, Malayalam and Tamil

PERSONAL DETAILS

- **Nationality:** Indian. | **Date of Birth:** 30th August 1972.
- **Marital Status:** Married. | **Religion:** Islam
- **Visa Status:** Employment (Company) Visa | **Driving License:** Qatari & Indian License