

Date: May 24, 2025

Dear Hiring Manager,

I am an Indian Professional with a unique combination of Indoor and Outdoor Sales skills, working with Nabina Ceramic, Doha, Qatar last 12 years since May 2013 as Indoor Sales Consultant.

As a professional with Sales experience over 17 years in the construction related industry and 28 years of total work experience, I learned that the best way to achieve success was to motivate the resources I had with well-defined objectives and empowerment.

My personality profile says:

- A confident, driving individual who reacts quickly to change.
- A self-starter with a strong sense of urgency who responds positively to challenge and pressure.
- A fast learner who is a practical and ingenious problem solver.
- A fluent and articulate communicator, flexible and responsive. A self-directed, goal-oriented doer.

My Areas of Proficiency

- | | |
|---|------------------------------------|
| ◆ Indoor Sales Consultant | ◆ Warehouse supervisor |
| ◆ Indoor Sales Executive | ◆ Office Management |
| ◆ Outdoor Sales Consultant / Executive | ◆ Document/Material Control |
| ◆ Showroom Management | ◆ Payment Collection & Follow-up |
| ◆ Materials Purchase (Construction Sector). | ◆ ERP Software (Microsoft dynamic) |

I would like to take this opportunity to apply for the following positions or any other job suitable for my career in your prestigious organization and I have enclosed my resume to provide an overview of my career achievement and qualifications.

<ul style="list-style-type: none"> ➤ Indoor Sales Consultant ➤ Indoor Sales Executive ➤ Outdoor Sales Consultant / Executive ➤ Marketing Executive ➤ Sales Coordinator ➤ Marketing Coordinator ➤ Logistics Coordinator ➤ Inventory/Warehouse Supervisor. ➤ Branch Supervisor ➤ Project Support Executive ➤ Procurement/Store Executive 	<ul style="list-style-type: none"> ➤ Office Administrator ➤ Facilities or Site Coordinator ➤ Customer Service Executive ➤ Client Relations Executive ➤ Technical Support Coordinator ➤ Data Entry Operator ➤ Back Office Executive ➤ Document Controller ➤ HR Executive / Officer ➤ HR coordinator ➤ Clerical Jobs
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Your esteemed organization would provide me with the opportunity to put my personality, skills and successes to work. At a personal meeting I would like to discuss with you how I will contribute to the continued growth of your company.

Best Regards,

Sajid Nalakath | Mobile: 7040 0209 | Email: nalakathsajid@gmail.com

SAJID NALAKATH

Contact: -

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**PERSONAL SKILLS**

- Excellent Communication Skills in Arabic, English, Hindi, Urdu, Malayalam and Tamil languages to understand client needs/problems and present solutions.
- Genuine interest in helping customers, understanding their pain points and building trust with Customer-Centric Attitude.
- The ability to think and provide tailored solutions to solve the problems of customers.
- Emotional Intelligence to be aware of my own emotions and those of my clients and using that awareness to guide interactions effectively.
- Ability to negotiate and reach mutually beneficial agreements while maintaining positive relationships.
- Deep product knowledge to explain benefits, handle objections, and build credibility.
- Staying motivated and persistent when facing rejections by Resilience and Patience.
- Organizing tasks, following up on leads, and balancing multiple clients efficiently by effective Time Management.
- Adaptability to adjust the approach based on the customer, the situation and the changes in the market.
- Confident in my product and ability to sell without appearing arrogant.
- Experience in Office Management, Clerical Job & Document Control.
- Familiar with ERP software (Microsoft dynamics)
- Proficient in Internet, Microsoft Word, Excel, and Windows.
- Excellent in Correspondence, Browsing etc.

PROFESSIONAL EXPERIENCE

Designation: **Sales Consultant (Indoor Sales)**

✓ Duration: Since May 2013

✓ Organization: Nabina Ceramic, Doha, Qatar

- ✓ Responsibilities as Sales Consultant (Indoor Sales): -
- ✓ Greeting customers and understanding their needs and problems.
- ✓ Guiding them to the right solution through product options.
- ✓ Explaining features, benefits, pricing, and installation processes.
- ✓ Offering design advice (e.g., matching tiles, space planning).
- ✓ Converting inquiries into actual sales.
- ✓ Maintaining deep knowledge of the full product range, including types of tiles (vitrified, ceramic, porcelain), toilets, washbasins, faucets, etc.
- ✓ Stay updated with new arrivals and trends in bathroom and tile design.
- ✓ Understanding technical specifications.
- ✓ Preparing price quotations and negotiating within company guidelines and following the same.
- ✓ Preparing purchase requisitions to order materials as per negotiated and appropriately approved review quotations.
- ✓ Tracking of Purchase orders.
- ✓ Assisting with billing and coordinating with the accounts team for smooth transactions.
- ✓ Coordinating with delivery/logistics for timely dispatch of sold items.
- ✓ Ensuring accurate and timely payment of invoices, as necessary for the business with the customers.
- ✓ Follow up with customers post-sale for feedback and satisfaction.
- ✓ Handling complaints or product issues professionally.
- ✓ Meet or exceed monthly sales targets set by the management. I was awarded the Excellence Award in Targeted Achievement for the year 2018 by our Nabina Ceramic Company.
- ✓ Attending the regular business development meeting with the Manager and sales team.
- ✓ Business Correspondence and follow-ups.
- ✓ Helping to improve the activities of the other Sales staff as a good team member.

Designation: **Sales Consultant (Outdoor Sales)**

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

Designation: **Outdoor Sales Executive**

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

Designation: **Outdoor Sales Executive**

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

Designation: **Partner cum Showroom in charge**

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

Designation: **Marketing Executive**

- ✓ 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: 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's degree in commerce, Pondichery University, India, 1993.

COMPUTER SKILLS

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

PROJECT / SPECIAL TRAINING

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

EXTRA CURRICULAR ACTIVITIES

- Served as a 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