**Mr. Basit Naushad Khatib**

Location: Qatar Nationality: Indian

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# CAREER OBJECTIVE

Being a Sales Executive/Team Leader/Customer Service agent and sales advisor for over ten years in the sales/Hospitality/Automobile and marketing industry allowed me to apply and strengthen my skills of multitasking, product handling and product distribution.

Great Team leader who makes efforts for team and for company. My excellent skills in creating spreadsheets and presentation tools have also aided the marketing team in developing high-quality products. I have proven myself trustworthy, and a people’s person who can relate and work with various personalities harmoniously.

# KEY SKILLS AND COMPETENCIES

* Good customer feedback.
* 100% attendance record.
* Writing up accurate and grammatically correct sales correspondence.
* Know how to close a sale professionally.
* Interacting with people to boost the business.
* Making sure all Health and Safety standards are always adhered to.
* Have an interest in customization of cars and bikes.
* Good administrative and record-keeping skills.
* Ability to project a professional demeanor.
* Good persuading and negotiating skills.

# Personal

* An eye for detail and able to spot the small things that matter.
* A great communicator who loves to help people.
* Track record of over-achieving sales quota.

# PROFESSIONAL EXPERIENCE

**Sales Executive / Consultant at Maruti Suzuki Nexa Showroom. (Pune Baner) (08 Aug. 2021 to Dec 2023)**

* + Lead Generation and meeting sales targets.
	+ Ensuring that all customers receive excellent service.
	+ Assisting customers with questions & needs.
	+ Identifying customer requirements.
	+ Assisting customers with purchase decisions.
	+ Making sure that customers paperwork is completed efficiently.
	+ Identifying and communicating customer needs.
	+ Ensuring customer satisfaction.

## F&B Supervisor/Team Leader, Ingredients Restaurant Company (KUWAIT), (Feb 02/2019 to March 15/2021)

**Roles and Responsibilities:**

* + - Serving 5-star service to customers. Providing them best services of Restaurant to them. Arranging services to customers as per their needs and satisfaction, comfortable so they can enjoy with services of Restaurant and Company.
		- Assisting customers in finding the products they’re looking for Processing.
		- Addressing customer complaints and inquiries
		- Opening and closing of Restaurant including balancing of cash registers
		- Updates managers by consolidating, analysing, and forwarding daily action summaries.

## Sales Advisor, Volkswagen Auto Bhan. (INDIA), (Nov 2017 to Dec 2019)

* Be the first point of contact between customers and the dealership.
* Answer basic questions about financing and other optional financial products.
* Promote the company’s service and finance department with buyers

to ensure customer loyalty and satisfaction.

* Perform vehicle delivery for buyers after a purchase has been completed.
* Routinely follow up with buyers to ensure continued satisfaction.
* Contribute to dealership sales data by filling out standard reports.

## Sales Advisor, Maruti Suzuki Simran Motors. (INDIA) (Aug 2015 to Sept 2017)

* Converting showroom visitors into customers by understanding their needs and interests and matching them to the most appropriate car.
* Understanding the characteristics, capabilities, and features of all cars, and providing the potential customer with detailed information, including comparing different competitive models.
* Maintaining a customer database and communicating with them.
* Assisting customers with completing the relevant paperwork required for a successful sale to be processed.
* Maintaining reporting structures ‘and recording sales and inventory on our CRM software.
* Collaborating with team members to reach sales targets.

## Manager, ID’s Salon, India (May 2013 to June 2015)

* Warmly greet clients, walk them to the proper beauty station and inform assigned beauticians of their arrival.
* Book and confirm appointments via phone and email.
* Process transactions (cash and credit cards) and issue receipts.

# EDUCATION QUALIFICATIONS

12th Pass HIGHER SECONDARY SCHOOL, DR. A, R, Undre, ISC Delhi Board,

India 2013.

10th Pass HIGHER SECONDARY SCHOOL, DR. A. R. Undre, ICSE Delhi

Board, India 2012.

# AREA OF EXPERTISE

* Maintaining standards
* Merchandising
* Up selling
* Closing sales
* Sales campaigns

# LANGUAGES

* English (Fluent)
* Arabic (Basic)
* Urdu, Hindi, Marathi (Fluent)

# HOBBIES AND INTERESTS

* Reading
* Customizing and Maintaining automobiles.
* Travelling.
* Bike riding.
* Sports (Cricket, Football and Swimming).

# PASSPORT DETAILS:

* Residency permit: Work Visa (Transferable)
* Designation: Business Executive
* Passport No: S9476631
* Date of issue: 01/11/2018
* Date of expiry: 31/10/2028
* Date of birth: 16/02/1995
* Place of issue: MUMBAI
* Nationality: INDIAN

# DECLARATION

I hereby declare that all the information given furnished above is true to the best of my knowledge and belief.

Basit Khatib