

# MUHAMMED RUKMAN

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## Overview

- Dynamic and result oriented sales professional with over six plus years of experience in Qatar and India.
- Specialized in driving revenue growth, building strong client relationships, and developing effective sales strategies. Proven track record of consistently exceeding sales targets and delivering exceptional customer satisfaction across industries.
- Expertise in client acquisition, relationship management, and account retention. Strong ability to analyze market trends and execute strategic sales.
- Proven leadership in managing and mentoring sales teams to achieve targets.

## Professional Experience

### RZ Trading and Contracting, Doha, Qatar

Oct 2023 TO PRESENT

#### Sales Executive

#### Reporting to Operations Manager and Sales Manager

- Achieving monthly sales target.
- Preparing and submitting Quotations, PQD, MAR and Technical Submittals.
- Following up with the clients for approvals (Documents and Materials).
- Coordinating with the procurement team for the material delivery.
- Involving for payment collection.
- Maintain client relationships.
- Maintaining accurate records.

- Report day-to-day activities to the higher management.
- Prepare and submit the daily activity report to the management.

### OZONTEC (dealers of Fenesta UPVC and aluminum doors and windows, Fundermax), Kerala Nov 2021 to July 2023

#### Area Sales Manager

- Maintaining and increasing sales of the company's product.
- Reaching the targets and goals set for my area.
- Establishing, maintaining and expanding the customer base.
- Servicing the needs of my existing customers.
- Collecting customer feedback and market research.

- Report to senior managers.
- Keeping up to date with products and competitors.

#### Achievements at Ozontec

- Star performer of the month for October 2022.
- Outstanding performer of the month for May 2023.

### Woodlines Furnitures , Kerala, India

April 2018 to Oct

#### Sales Officer

- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email and in person.
- Handling customer questions, enquiries and complaints.
- Preparing and sending quotes and proposals.

## Software Skills

MS Word, MS Excel, Internet and E-mail Application

## Education

### **Bachelor of Economics**

Calicut University, Kerala, India- 2017

### **Diploma in IATA**

Montreal, Canada- 2017 Dec

## Language Proficiency

English, Hindi, Malayalam, Tamil, Kannada

**Valid driving license:** Qatar driving license (**Manual**), Indian driving license

**Qatar ID:** 29635638810

**Nationality:** Indian;

**Address:** Doha, Qatar