

# SHAMEER KUDLOOR



**Sales manager** with **6+ years** of experience in training and supervising sales staff while planning, implementing sales strategies and developing customer relationship. Adept at launching successful marketing campaigns and team leading. Also talented, knowledgeable and resourceful professional in operational and accounting.

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## Work Experiences:

**White Crown Transport Trading and Services W.L.L.**

**Doha, Qatar.**

**Sales Manager Cum Admin.**

**January-2018 to – March 2025**

### Responsibilities Handled as a Sales Manager:

- ✦ Hiring, firing, and training sales staff.
- ✦ Setting and achieving sales targets.
- ✦ Designing and implementing sales plans and strategies.
- ✦ Acquisition of new clients.
- ✦ Creating a short- and long-term sales plan with the intention of achieving the given objectives
- ✦ Consistently meet revenue goals in accordance with team/organizational goals.
- ✦ Actively looking for possibilities to upsell and cross-sell to existing customers.
- ✦ Obtaining referrals from the current clientele to widen the sales.
- ✦ Management of customer relationships.
- ✦ Recognize customer needs and provide insights for improving the product portfolio based on interactions with and feedback from customers.
- ✦ Management of key accounts.
- ✦ Development of new accounts.
- ✦ Reporting and operations.
- ✦ Overseeing pre- to post-sales support activities for the designated goods and regions while guaranteeing the greatest level of client satisfaction.
- ✦ Understand and explain product features, specifications, and applications.
- ✦ Collaborate with clients to assess their requirements.
- ✦ Conduct product demonstrations and presentations to potential clients.
- ✦ Prepare and present detailed technical proposals and quotations to clients.
- ✦ Build and maintain strong relationships with clients, ensuring high levels of customer satisfaction.
- ✦ Analyze customer requirements to tailor solutions that meet their specific needs.
- ✦ Generate leads and qualify potential customers.
- ✦ Develop and maintain relationships with existing and new customers.
- ✦ Negotiate and close sales deals.
- ✦ Meet or exceed sales targets.
- ✦ Prepare sales presentations and proposals.
- ✦ Identify and understand customer needs.

### **Responsibilities Handled in Admin dept.:**

- ✦ Providing guidance on revenue enhancement, cost reduction and profit maximization.
- ✦ Account receivable: processing all the incoming payments (money in).
- ✦ Account payable: making payments and keeping the bills paid (money out).
- ✦ Ensuring compliance with accounting principles and preventing thefts and frauds.
- ✦ Payroll: ensuring all employees receive their salary timely.
- ✦ Reconciling already documented reports, statements and various transactions.
- ✦ Reviewing financial documents to resolve any discrepancies and irregularities.
- ✦ Documenting financial transactions.
- ✦ Preparing and analyzing financial statements like cash flow, balance sheet profit and loss report.

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### ***Broadway Groups of Companies (Food Trading)***

***Doha, Qatar.***

#### **Assistant Sales Manager.**

**November -2016 - December- 2017**

### **Responsibilities Handled in Assistant Sales Manager:**

- ✦ Collection of LPO (Local purchase order).
- ✦ Sending monthly quotation.
- ✦ Arrangement of LPO to exact location.
- ✦ Providing LPO to Store Keeper to check the item availability.
- ✦ Keeping good relationship with customer.
- ✦ Promoting new products through providing samples.
- ✦ Achievement of monthly target.
- ✦ Stock checking.
- ✦ Reporting to the customer if there is any no availability of product.
- ✦ Updating the price of each products based on market.
- ✦ Collaborate with clients to assess their technical requirements.
- ✦ Develop and maintain relationships with existing and new customers.
- ✦ Negotiate and close sales deals.
- ✦ Prepare sales presentations and proposals.
- ✦ Identify and understand customer needs.
- ✦ Provide excellent customer service.
- ✦ Keep track of sales activities and progress.

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### ***Broker Human Resource Co.***

***Doha, Qatar.***

#### **Operation MANAGER (HR).**

**June 2016- October 2016**

### **Responsibilities Handled in HR:**

- ✦ Analyzing the requirement of organization.
- ✦ Analyze the quality people and contact them through phone, Email.
- ✦ Recruit the people and perform various recruitment steps.
- ✦ Maintain the existing employees and take the feedback from them.
- ✦ Assist the accounts department for making the salaries of employees.
- ✦ Make the coordination with various departments.
- ✦ Present the suggestions for the seniors of employees and implement their order.
- ✦ Train the new employees.

## Educational Qualification:

- ✦ **B.COM (BACHELOR OF COMMERCE)**
  - Mangalore University - Mangalore, Karnataka
- ✦ **PUC (Pre-University Course in Commerce)**
  - Mangalore university - Mangalore, Karnataka
- ✦ **S.S.L.C**(Secondary School Leaving Certificate)
  - Mangalore university - Mangalore, Karnataka

## Skills:

- ✦ Tally 9, MS Excel
- ✦ Expert in basic use of computer
- ✦ Internet
- ✦ Microsoft Outlook
- ✦ Customer service
- ✦ Leadership
- ✦ Cash handling
- ✦ Driving
- ✦ Administrative experience
- ✦ Communication skills

## Personal Information:

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|-------------------|---------------------------------------|
| ✦ Date of Birth   | : 1/06/1993                           |
| ✦ Nationality     | : India                               |
| ✦ Marital Status  | : Married                             |
| ✦ Passport No     | : Y4219849                            |
| ✦ Visa status     | : Work Visa                           |
| ✦ Qatar ID        | : 29335614973                         |
| ✦ Driving License | : <b>Valid Qatar Driving Licenses</b> |

## Languages:

- ✦ English - Fluent
- ✦ Arabic - Intermediate
- ✦ Hindi - Fluent
- ✦ Malayalam - Expert
- ✦ Kannada - Native
- ✦ Tamil – Fluent

### **Strength:**

- ✦ Remarkable analytical, logical and mathematical skills.
- ✦ Efficient in communicating well in written and verbal both.
- ✦ Ability to motivate people.
- ✦ Innovating in assessing the qualities of people.
- ✦ Target oriented cope with busy environment.
- ✦ Able to work under pressure.
- ✦ Whilst be patient carrying and understanding customer problem.
- ✦ Quickly learn, analytical, approach to problem solving.

### **Declaration:**

I hereby declare that all the information furnished above are true and correct to the best my knowledge.

**Shameer Kudloor.**