



JAWAD MUTHALIB

SALES MANAGER

PROFESSIONAL SUMMARY

Results-driven and highly organized professional with over 10+ years of experience in B2B & B2C sales environments. Marketing and managing with sales teams and production team. Proficient in supporting sales teams, preparing detailed sales reports, and developing strategies that contribute to revenue growth. Skilled in managing customer inquiries, maintaining strong business relationships, and driving product growth within zonal distribution. Seeking to leverage extensive expertise in sales management to contribute to the success of a dynamic organization.

CONTACT

Contact:
+974 333 10 736

Email:
jawadvk09@gmail.com

Location:
Doha, Qatar

ACADEMIC CREDENTIALS

BCOM (Bachelor of Commerce)

2009 – 2012

University of Kannur

HIGHER SECONDARY | 2007 – 2008

Board of Higher Secondary
Examination

SSLC | 2006

Board of Public Examination, Kerala

COMPUTER PROFICIENCY

MS Office	★★★★★
Social Media	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

EMPLOYMENT CHRONICLE

SALES & MARKETING MANAGER | 2018 – JULY 2025

NEW RAYYAN WATER TANK FACTORY DOHA, QATAR

Products Handled: Polyethylene Water Tank & PVC Road Safety Barrier

Sales & Operation Management Responsibilities:

- Addressed customer complaints, provided post-sales support, and ensured high levels of customer satisfaction.
- Manage, train, and motivate teams to meet performance expectations, foster a positive work environment, and develop employee skills.
- Inspire and motivate the sales team to meet or exceed targets.
- Supervised and coordinated the sales team by managing daily schedules, organizing documentation, and facilitating effective communication across departments.
- Meet with customers to discuss their needs and to assess the quality of our company's relationship with them.
- Monitored team performance, identified areas of improvement, and implemented corrective measures to optimize sales productivity.

Sales & Marketing Responsibilities:

- Providing essential support to the sales team by managing customer relationships and addressing customer inquiries.
- Preparing detailed sales reports, monitoring sales performance, and presenting findings to senior management.
- Assisting in planning and budgeting for sales initiatives to align with organizational goals.
- Coordinating with entire teams to ensure smooth productions and timely execution of delivery activities.
- Managing channel sales within zonal distribution, overseeing primary and secondary distributors to drive market penetration and growth.

AREA OF EXPERTISE

- Set sales goals and quotas for the team and individual representatives, monitoring progress and motivating staff to meet them.
- Track sales figures, analyze performance data, and compile reports to evaluate sales team effectiveness and identify areas for improvement.
- Oversee the management of customer relationships, ensure customer satisfaction, and handle escalated customer issues.
- Identify new business opportunities, promote new products or services, and coordinate with marketing teams to generate leads.
- Stay up-to-date on industry trends, competitor activities, and customer needs.
- Experience in preparing and presenting sales reports, tracking sales performance, and analyzing trends.
- Expertise in managing customer relationships, providing post-sales support, and resolving inquiries.

LANGUAGES KNOWN

English	<div></div>	100 %
Hindi	<div></div>	75 %
Tamil	<div></div>	50%
Malayalam	<div></div>	100 %

LICENSE & VISA DETAILS

Holder of valid Qatar driving license
Valid Residents Permit with NOC

SALES & MARKETING EXECUTIVE | 2016 – 2018
FALCON PACK MANUFACTURING, SHARJAH, UAE
Products Handled: All Kinds of Food Packing Materials

KEY RESPONSIBILITIES

- Prepared and presented sales forecasts, plans, and reports to senior management for review.
- Develops relationships with customers.
- Discuss pricing and contract terms with clients, then negotiate and close deals to achieve sales targets.
- Strive to meet or exceed monthly, quarterly, and annual sales
- Build and maintain strong, long-term relationships with clients to foster loyalty and repeat business.

SALES EXECUTIVE | 2015 – 2016
POWERON TRADING L.L.C DUBAI, UAE

KEY RESPONSIBILITIES

- Consistently work toward achieving and exceeding monthly, quarterly, and annual sales goals.
- Compiled and analyzed monthly sales data, generating reports and presenting key insights to management.
- Drove sales performance by achieving and surpassing monthly sales targets.
- Developed and maintained relationships with key clients and identified opportunities for new business growth.

KEY SKILLS

- | | |
|--|------------------------------------|
| ▪ Product or service knowledge | ▪ Sales Target Management |
| ▪ Ability to identify and sell to customer needs | ▪ Performance Monitoring |
| ▪ Market knowledge | ▪ Customer Relationship Management |
| ▪ Sales Planning & Budgeting | ▪ Business Development |
| ▪ Vendor & Supplier Relations | ▪ Market Awareness |
| ▪ Customer Relationship building | ▪ Sales Coordination & Support |
| ▪ Time Management | |

PERSONAL DOSSIER

Nationality : Indian
Marital Status : Married
Date of Birth : 02/10/1989
Passport Number : W8117649

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JAWAD MUTHALIB