



MUHAMMED RAYEES TP

SALES EXECUTIVE

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PROFESSIONAL SUMMARY

Dynamic Sales Executive with over 9 years of experience in sales, marketing, and business development. Proven track record in generating revenue, building strong client relationships, and achieving sales targets. Possess excellent knowledge of accounting packages, including Tally, ERP, Peachtree, and QuickBooks. Poised to leverage these skills towards a successful career in a growth-centric organization.

CORE COMPETENCIES

- Sales Planning & Reporting
- Client Relationship Management
- Presentation Skills
- Prospecting Skills
- Problem Solving
- Flexible in Learning New Concepts

WORK EXPERIENCE

SALES EXECUTIVE

Oct 2016 – Present

RAS Trading & Services | Doha, Qatar

- Identified and pursued new clients in designated regions to drive company product sales.
- Responded to incoming inquiries via email and phone.
- Conducted client visits to establish and maintain relationships.
- Managed customer requirements and calculated client quotations.
- Negotiated and closed sales agreements, ensuring timely invoicing and payment collection.
- Provided after-sales support and administered client accounts.
- Analysed costs and sales, preparing reports for head office.
- Utilized Comrade Accounting Software for record-keeping and client data management.
- Delivered training and produced support materials for the sales team.

SALES EXECUTIVE

Feb 2015 – Jun 2016

ALANKAR Curtains & Furniture | Kerala, India

- Generated sales to maximize profit and foster customer relationships.
- Assisted showroom visitors with inquiries regarding product specifications and pricing.
- Maintained records of customer information for reporting purposes.
- Negotiated and finalized sales agreements, ensuring timely payment of receivables.

SOFTWARE EXPOSURE

- Microsoft Office Suite
- Tally ERP
- Peachtree
- QuickBooks

EDUCATION

- Bachelor of Commerce
University of Bangalore, India | 2014
- Higher Secondary School Education
Central Board of Higher Secondary Education, India | 2011
- SSLC
Board of Public Examination, India | 2009

PERSONAL DETAILS

Marital Status:	Married
Driving License:	Light Vehicle
Visa Status:	Employment Visa (Transferable)
Languages known:	English, Hindi, Tamil & Malayalam