

SYED GULAM ZEESHAN

Bin Mahmoud, Doha, Qatar | Phone: +974 50185231 | Email:  
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Visa Status: Transferable | Availability: Immediate



## PROFESSIONAL SUMMARY

MBA graduate with specialization in Human Resources, Sales, and Accounting. Experienced in retail sales, customer engagement, lead conversion, and administrative operations. Strong knowledge of MS Excel and Tally ERP9 for data management, reporting, and financial tracking. Seeking to contribute to organizational efficiency and growth in a Human Resources or Sales role.

## EDUCATION

Master of Business Administration (MBA)

Amjad Ali Khan College of Business Administration, Osmania University — 80%

## TECHNICAL & PROFESSIONAL SKILLS

- Human Resource Management | Recruitment | Employee Relations
- Sales | Lead Generation | Customer Relationship Management
- MS Excel
- Tally ERP9 (Basic)
- Market Research | Competitor Analysis | Documentation Management
- Communication | Coordination | Team Collaboration

## WORK EXPERIENCE

Sales Coordinator – Sales & Procurement Operation

IT Services & Cable solutions, QATAR |6-Months Tenure.

- Processed sales orders, purchase orders, delivery notes and invoices using Navision.
- Reached out to clients to secure orders, confirm specifications and follow up on deliveries.
- Created and issued invoices and delivery notes; tracked order status end-to-end.
- Managed procurement activities: vendor selection, purchase requisitions, and PO follow-up.
- Supported accounts with invoice reconciliations and basic bookkeeping tasks.
- Maintained accurate sales and procurement records; coordinated with logistics and sales teams.

- Sales Associate – Accessories Department

Pan Home, Oman | 1-Year Tenure

- Provided personalized customer service and sales assistance.
- Maintained product displays, visual merchandising, and stock levels.
- Processed payments and handled point-of-sale operations.
- Met and exceeded monthly sales targets.

- Sales Executive

MAVA INFRA PVT LTD., Hyderabad, India | Oct 2022 – Nov 2023

- Generated leads and performed client follow-ups using CRM and digital tools.
- Converted prospective clients into customers through site visits and sales presentations.
  
- Coordinated agreements, banking processes, and booking documentation.
- Performed competitor research and market analysis to improve conversion rates.
- Maintained accurate client and sales records.
- Participated in trade fairs and promotional events.

### **ADDITIONAL INFORMATION**

Currently residing in Bin Mahmoud, Doha, Qatar

Transferable visa - Available for immediate joining

### **LANGUAGES**

English | Hindi | Arabic (Basic)