



MUHAMMED SAFWAN

Sales Executive

CONTACT

AL QUSAIS
Dubai
+971-52-504-0696
safwan613@gmail.com

PROFILE

A positive, proactive and results-driven Executive with a successful background in the achievement of profitable business through the creation and execution of successful and cost-effective sales and marketing strategies. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. My goal is to obtain a stable, yet challenging, position in a professional environment in which to learn new technologies and skills while utilizing my previous experiences to improve beyond my current abilities. I expect to build a strong business relationship within the company and with clients; and to exceed expectations in all aspects of my work.

EXPERIENCE

SALES AND DISTRIBUTION EXECUTIVE , GULF MARKETING GROUP (FARM FRESH).

Dubai , UAE —2020 Dec to Present

- Handling fifty outlets all over Dubai which includes some of the Warehouses and hypermarkets.
- Meeting clients/customers for establishing new sales and ensuring the continuity of sales.
- Ordering good quantity and make sure all SKU's will be in the market for the customers.
- Recording sales and order information and sending copies to the sales office or entering figures into a computer system.
- Ensure all the instore (thematic & regular promotional) activities and plan will be executed as per the alignment with company objective.
- Negotiate shelf space and in-store promotion activities
- Supervision and following up with the merchandising team on the day-to-day tasks and planogram changes as per the company's requirement.
- Ensure payments of receivables on a timely basis from respective accounts
- Negotiating the terms of an agreement and closing sales.
- Reviewing own sales performance, competitor activities and market opportunities to Sales manager and BDM. Aiming to meet or exceed targets.
- Attending team meeting and sharing best practice with colleagues
- Responsible for Business Agreements and listing of new SKU's in the groups and stand alone hypermarkets
- Maintaining and developing relationships with existing customers in personal meetings and via telephone calls and emails.

BUSINESS DEVELOPMENT AND SALES , 4G HUB TRADING LLC.

Dubai , UAE —2017 – 2020

- Meeting clients for B2B - Corporate sales.
- Negotiating prices and packages of the product to sell.
- Opening, closing and invoice issuing for the cash transactions .
- Prepare and submit vat reports.
- Demonstration and presentation of products in the market space.

CORE SKILLS

- Strong technical accounting skills.
- Review accounts payable and accounts receivable.
- Annual statements – Analyze financial data and prepare reports/statements.
- Analytical thinking, planning, organizing, prioritizing and executing with pinpoint accuracy.
- Vat returns.
- E filing of statutory returns

IT SKILLS

- Advanced excel
- MS Word
- MS PowerPoint
- Tally ERP 9.0
- Peachtree
- Quick books accounting

ABOUT ME

- DOB: 13-11-1993
- Marital Status: Single
- Nationality: Indian
- Religion: Islam
- Visa Status: Employment visa
- Passport No.: L7159421
- Languages: English, Hindi, Malayalam(Arabic Reading and Writing)
- Valid UAE Driving license

ACCOUNTANT ASSISTANT - AYYAR AND CHERIAN CHARTERED ACCOUNTANTS

Kerala, India —2014 –2016

- Prepares asset, liability and capital accounts entries by compiling and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Documents financial transactions by entering generated/issued bill information.
- Assisted in yearly auditing process for the clients /companies
- Working with spreadsheets, sales and purchase ledgers and journals.
- Calculating and checking to make sure payments, amounts and records are correct.
- Assist with other accounting projects.

SALES EXECUTIVE ,POWER HOUSE ELECTRICAL AND PLUMBING

Kerala, India —2013 –2014

- Demonstration and presentation of products in the market space.
- Meeting clients/customers for establishing new sales and ensuring the continuity of sales.
- Leading of the sales team of three for meeting the sales target monthly /yearly.
- negotiating prices and packages of the product to sell.
- attending trade exhibitions, conferences and meetings.

EDUCATION

➤ B.COM WITH ACCOUNTING

MADHURAI KAMARAJ UNIVERSITY –INDIA

➤ X11TH COMPUTER SCIENCE

STATE BOARD OF SECONDARY EDUCATION

➤ CPFA - TALLY

BANGLORE

