

# **RESUME**

## **A.V. MAJEED**

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Dubai., U.A.E.



### **CAREER OBJECTIVE:**

A dedicated and motivated sales and customer relationship management professional with 9+ years of experiences in international markets .Looking for suitable position and an opportunity to apply my knowledge of sales and customer service and my experiences with team building and organization development.

### **PROFESSIONAL EXPERIENCES:**

**Worked as Sales Support Team (Sales) at NAPCO NATIONAL (National Paper Product Company), Riyadh, Saudi Arabia from October 2016 to August 2021.**

#### **Roles and Responsibilities:**

- Client relationship management abilities (CRM).
- Generating business for the company.
- Experienced with JD and point-of-sale systems.
- Achieving the monthly sales targets.
- Planning and developing merchandising strategies
- Creating and organizing, promotions and advertising campaigns.
- Monitoring competitor's product strategies.
- Price monitoring.
- Promoting new products.
- Expanding new markets.

**Worked as Storekeeper & Store In charge at NAPCO NATIONAL (National Paper Product Company), Riyadh, Saudi Arabia from August 2013 to October 2016.**

#### **Roles and Responsibilities:**

- Maintaining the stock level and inventory and its records (Approx 11,000 items)
- Maintaining raw materials and finished goods.
- Monitoring stock & inventory level.
- Responsible for pro-active follow up and co-coordinating with purchase.
- Responsible for finished goods dispatches.
- Responsible for overall goods movements. (Receipts, distribution)
- To keep record of each and every inventory inflow and outflow.
- Generating the Report.
- To maintain healthy relationship with vendors for price negotiation
- Following up with suppliers for the delivery of materials on correct time requirement.

**Worked as Data Entry (System Executive) at NAPCO NATIONAL (National Paper Product Company), Riyadh, Saudi Arabia from June 2012 to August 2013.**

**Roles and Responsibilities:**

- Performed in general data entry using JD, Microsoft Excel, Word.
- Perform the data entry for all invoices, mailing and POs.
- Excelled in typing coursework.

**Worked as Web & Graphic Designer cum Office Admin at Drizzle Technologies (P) Ltd., Pondicherry, India from April 2011 to June 2012.**

**Worked as Web & Graphic Designer at Cherri Technologies (P) Ltd., Pondicherry, India from Nov 2009 to Nov 2010.**

**Worked as Pagination (Data Entry Operator) at Spi Global Services., Pondicherry, India from Oct 2008 to Oct 2009.**

**Roles and Responsibilities IT :**

- Developing CMS Websites.
- Creating Web and Graphic designs.
- Creating leaflets, pamphlets, brochures.

**PROFESSIONAL SKILLS:**

- Capable to work under pressure in a fast-paced, time-sensitive environment.
- Flexibility to work under any environment.
- Can execute multiple tasks simultaneously and a self-starter.
- Positive attitude with an innovative approach.
- Marketing campaign management.
- Storage systems and management.
- Self motivated with good interpersonal and communication skills.
- Willingness to learn.

**SOFTWARE SKILLS:**

- Accounting Package : Tally 9, JD Edwards Solution.
- Framework : CMS (Joomla 1.5)
- Packages : MS Office(Excel, Word, PowerPoint), Photoshop, Illustrator.
- Languages : C, C ++
- Database : MS-Access, My Sql.

**EDUCATIONAL QUALIFICATION:**

| Course                  | University/School                        | Year of pass | Percentage  |
|-------------------------|------------------------------------------|--------------|-------------|
| B.Sc., Computer Science | Pondicherry University Community College | 2008         | First class |
| HSE                     | Fatima Higher Secondary School           | 2004         | First class |
| SSLC                    | Fatima Higher Secondary School           | 2002         | First class |

**CERTIFICATE COURSES:**

- Certificate Programming course in C, C++ in NIIT Group.
- Type Writing Lower (Distinction)

**PERSONAL DETAILS:**

Father's Name : E. Abdul Vahid  
Date of Birth : 30.10.1985  
Gender : Male  
Religion : Muslim  
Nationality : Indian  
Marital Status : Married  
Passport Details : S4715682  
Date of Expiry : 15.04.2028  
Visa Status : Visit visa (Validity till 10<sup>th</sup> April 2022)  
Driving License : Saudi (Light Motor vehicle) Expiry-13.06.2023  
Languages Known : English, Hindi, Arabic, Tamil & Malayalam

**DECLARATION:**

I hereby declare that the above information stated here are true to the best of my knowledge and belief.

Place: Dubai

Yours Faithfully

Date :

A.V. MAJEED