



ISSAHAK IBRAHIM

Sales supervisor

PROFILE

A determined **Sales Supervisor**, role includes offering guidance, assigning tasks, taking disciplinary actions if needed and monitoring sales performance.

Reliable Lube Technician who is well-versed on the different engine fluids being used in vehicle maintenance. Adept at delivering superior customer service putting the proper fluids in a customer's vehicle and explaining the service process to clients.

ACHIEVEMENTS

EDUCATION

BACHELOR DEGREE IN BUSINESS ADMINISTRATION

Barathiyar University, Tamil Nadu, India

DIPLOMA IN HOTEL MANAGEMENT

Institute Of Management Studies (IMS),
KERALA

WORK EXPERIENCE

ADNOC DISTRIBUTION [SALES SUPERVISOR]
[2016-2022]

- Building relationship with new customers and distributors
- Maintaining good business relationship with existing clients
- Interact with customers on behalf of an organization. They provide information about products and services and respond to customer complaints. Some also take orders and process returns.
- Responding the mails.
- Deal with customer feedback, enquiries, complaints and refunds.
- Increasing the visibility of products inside the sea store via implementing proper displays
- Mange inventory and Monitor stock levels for records and report shortages etc.
- Monitors daily progress/status and make corrections to ensure optimal performance and service.

**U A E Driving license
with 11-years U A E
experience.**

COMPUTER PROFICIENCY

- Certification in Computer operations (Dos, Windows, MS word, Excel, MS office)
- Well acquainted with Internet

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Arabic
- Tamil

Visa status

Employment visa (Adnoc distribution)

Date of expiry- 07-03-2024

CONTACT

PHONE:
0544280266

EMAIL:
iiiissasuttu7@gmail.com

ADNOC DISTRIBUTION [LUBE ATTENDER] [2009-2016]

- Applying lubricants to the moving parts of vehicle engines to prevent premature engine wear and ensure optimal engine performance.
- Changed oil and filter, coolant system flushes, automatic transmission flushes, manual transmission and differential flushes, replace air filters.
- Checked air pressure in vehicle tires; and levels of fuel, motor oil, transmission, radiator, battery, and other fluids; and add air, oil, water, or other fluids, as required.
- Collected cash payments from customers and make change or charge purchases to customers' credit cards and provide customers with receipts.
- Maintained customer records and follow up periodically with telephone, mail, or personal reminders of services due.

SITHARAM BAJAJ [SALES EXECUTIVE] [2007-2009]

- Acting as a point of contact between customers and companies
- Negotiating terms of sales and agreements and closing sales with customers
- Gathering market and customer information to figure out the customer needs
- Responding to customer queries and resolving their objections to get them to make a purchase
- Advising product developers on improvements to include in forthcoming product developments and discussing special promotions

- Providing customers with detailed and accurate quotations and cost calculations

SKILLS

- Excellent Customer Service Skills
- Ability to analyze sales and market information
- Ability to identify sales trends
- Ability to prioritize tasks and objectives and solve day-to-day problems
- Knowledge of basic PC skills: Excel, sending e-mails and Photos
- Physical ability to drive short and/or long distances (depending on geographic size of territory)
- Good interpersonal and public relations skills
- Self-disciplined and able to work independently and be responsible
- Working with store management to acquire space and execute promotions.
- Strong believe in team work and team spirit
- Optimistic and a positive can-do attitude
- Hard working, open minded, strong sense of responsibility
- Written and verbal communication skill
- Supervisory experience