

Zahid. M. Shaikh

Date of Birth: 22nd Dec, 1991

Nationality: Indian Passport No.: L4335524 (Expiring in Aug, 2023)

UAE Driver's License: Valid (Expiring in 2025)

Visa Status: Employment Visa (Expires on 15th Jun, 2023)



Contact Details

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Objective

A position that will effectively utilize acquired expertise, creative talents and commitment to excellence.
Desire a position with career growth potential.

Key Skills

- ✓ Good in Communication
 - ✓ Negotiation
 - ✓ Convincing Skills
 - ✓ Target Oriented
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Professional Experience

Jul 2017 – Present

Brothers Gas Bottling & Distribution LLC

Designation: Assistant Sales Manager

Roles & Responsibilities:



- ✓ Taking appointments & meeting the clients.
- ✓ Promoting & marketing products to make market presence.
- ✓ Taking orders, by receiving the LPOs and forwarding to the processing team.
- ✓ Maintaining relations with the existing customers.
- ✓ Preparing quotations & negotiating on products on the basis on consumption
- ✓ Keeping a track on the CTR of all customers to save assets.
- ✓ Generating new leads in PGP & Bulk supplies
- ✓ Assisting legal team to retrieve bad debts
- ✓ Monitoring product margins to maintain profitable business

Sept 2015 – Jan 2017

Rigid Industries FZC

Designation: Business Development Executive

Roles & Responsibilities:



- ✓ Generating new dealers and getting business from them.
- ✓ Meeting existing dealers on a daily basis to get orders.
- ✓ Taking orders, by receiving the LPOs and forwarding to the processing team
- ✓ Negotiating with the Dealers.
- ✓ Making quotations and keeping a follow up.
- ✓ Making sure that the delivery is on time.
- ✓ Collecting payments before delivery and depositing it in company A/C.

Dec 2014 – May 2015

Orient Insurance PJSC

Designation: Insurance Advisor

Roles & Responsibilities:



- ✓ Generating leads from cold calling.
- ✓ Taking appointments with the clients.
- ✓ Explaining the products & its benefits by meeting them.
- ✓ Preparing Illustrations & collecting premiums
- ✓ Maintaining the client's list daily.
- ✓ Reporting the ongoing to the Manager.

Sep 2010 – Jan 2014

Modest Carz

Designation : Assistant Sales Manager

Roles & Responsibilities



- ✓ Dealing with new customer every day to sell cars and achieve team targets.
- ✓ Managing the stock on Company website.
- ✓ Advertising the stock on Classifieds.
- ✓ Meeting clients to close the deal or negotiate in behalf of Company.
- ✓ Presenting MIS reports to Sales Manager as and when required.

Education

Institution	Course	Year of passing	Grade
S.M. Lal Institute of Management Studies	Bachelors in Management Studies (Graduation)	2013	B
NIIT Imperia	Professional Diploma in Digital Marketing (Post Graduation)	2014	A

Languages Known

Language	Beginner	Intermediate	Fluent
English			✓
Hindi			✓
Marathi		✓	
Arabic	✓		

Computer skills

Microsoft Office, Adobe Professional, Cisco WebEx to give presentations online to clients abroad / to conduct webinars, Email Marketing

References available on request