

ABDUL JALEEL TK

*Sales & Marketing
Profession
With Driving License
Manual*

✉ jaleel.tk@hotmail.com

☎ 056 381 0565

📍 Dubai, UAE

EDUCATION

Master of Business
Administration

MBA - Marketing & Finance
Bangalore University

📅 June 2013 - August 2015

📍 Bangalore, India

Bachelor of Commerce

B.Com - Business & Cooperation
University of Calicut

📅 May 2018 - July 2011

📍 Kerala, India

SKILLS

Professional Skills

- Lead Generation
- Social Media Marketing
- Cold Calling
- Digital Marketing
- Email Marketing
- Direct Marketing

Soft Skills

- Content Creation
- Presentation Skills
- Communication
- Relationship Building
- Quick Learner

CAREER SUMMERY

- I have 5 years of experience as a sales and marketing executive, with a demonstrated history of working in the B2B and B2C industries.
- Self-motivated sales and marketing graduate with extensive customer service experience gained through high quality internships and positions.
- Also, a Strong planner and a problem solver who readily adapts to change & works independently or with a team to meet the expectations.
- Able to juggle multiple priorities and meet tight deadlines without compromising quality.
- Having clear logic and extensive ability to present, promote and sell products/services using solid arguments to existing and prospective customers.

WORK EXPERIENCE

Sales Executive

Marketing & Selling Trademark, Trade License and Business Services to B2B & B2C in UAE

Bis & Juris Consultants LLC

📅 Sep 2020 - current

📍 Dubai, UAE

- Contacting prospective clients, assessing their requirements then selling them the company's products and services that match their needs.
- Reach out to clients' leads through cold calling, social media marketing, online marketing, and direct marketing.
- Present, promote, and sell products and services using solid arguments to current and prospective customers.
- Evaluate market trends and opportunities, gather competitors' information, and maintain an understanding of new products and technologies that may arise.
- Create, nurture, and sustain positive business and customer relationships and inquire about references that are in their circle.
- Prepare quotations on time and then follow up with the client for the status of the quote, negotiating terms with the client at a price best suited for them.
- Taking part in exhibitions and business programs to generate leads and give appropriate presentations about the product specifications and advantages.
- Provide timely after sales services to customers in order to maintain strong business relations and secure repeated orders.
- Participate in the discussion and teams meeting to develop business strategies and policies to exploit current market demand.
- Perform cost-benefit and needs analyses of new or potential customers to meet their needs.
- Meet agreed-upon sales targets and results on time and submit reports to superiors.

Technical Skills

- MS Office
- Fast Typing
- Operating System
- Social Media Management
- Computer Applications

LANGUAGE

English - Professional

Hindi - Professional

Arabic - Read & Write

Malayalam - Native

PERSONAL DETAILS

- DOB - 16/08/1990
- Nationality - Indian

REFERENCE

- Available upon request.

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Sales Executive

Marketing & Selling Building Material to B2B & B2C in Kerala, India

Lamit Group of India LTD

December 2015 - December 2020

Kerala, India

- Conducted one-on-one meetings with clients and managed complete client portfolios.
- Increase market penetration by identifying new business opportunities, new clients, and new product segments.
- Negotiations with the potential buyers and closing the deal to meet the monthly target sales.
- Identify appropriate projects, set appointments, make effective qualifying sales calls, and manage the sales cycle to close new business in all service categories offered.
- Assisted in preparing sales proposals for customers using a high degree of ethics and integrity and effectively demonstrating expertise.
- Always planning to arrange meetings with potential customers to prospect for new business or add new category lines for existing customers.
- Follow-up the ageing of accounts payable with the customers for timely recovery of customer dues and report any delinquent cases to the Sales Supervisor for taking corrective legal measures for recovery.
- By selling the required volume of the monthly target, the monthly target is divided into 30 days to equal the daily target.
- Gaining a clear understanding of customers' businesses and requirements.
- Review the self-sales performance, aiming to meet or exceed targets.

Office & Admin Staff

Managing Office and Book Travelling Tickets

Al Khaleej Tours & Travels

September 2012 - May 2015

Kerala, India

- Schedule appointments and arrange meeting facilities as and when required.
- Manage all incoming calls and email correspondence and respond accordingly.
- Generate monthly reports via MS Excel and update day-to-day payments.
- Perform ad-hoc administrative duties as assigned, including filing, scanning, photocopying, etc.
- Book tickets for travelers and assist customers in obtaining new passport.
- Provide internal communication to all employees.

Declaration

I hereby declare that the above mentioned information is true and I bear The responsibility for the correctness of the above mentioned particulars.

ABDUL JALEEL TK

Date: