

IRFANUL HAQUE KHAN

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Looking for career progression in the areas of Sales & Marketing /Logistics Officer Job with a reputed organisation.

EXECUTIVE DIGEST

A competent leader with **15 years' cross-cultural experience** in the areas of **Sales & Marketing /Logistics Officer**. A keen planner with proven skills in devising strategies aimed at enhancing operational efficiency, ensuring profitability of business operations and achieving overall growth. A skilled negotiator with expertise in drafting techno-commercial documents, tendering, bidding. Experience in successfully executing marketing campaigns for improving brand visibility. Proven abilities in relationship building and management with customers for promoting & generating business for the organization, addressing customer concerns for ensuring customer loyalty. Excellent communication, analytical, problem solving, leadership and presentation skills

PROFICIENCY FORTE

-Strategy Planning	-Sales & Marketing	-Brand Management
-New Market Development	-Techno-commercial Functions	-Follow up for payment
-Logistics operations	-Business Development	-Team Management

ORGANISATIONAL EXPERIENCE

April 2013 – till date Sales & Logistics Officer
CS – Construction Specialties., Riyadh, KSA

Reporting to: Commercial Manager

Major Products Handled: Expansion joint Covers, Acrovyn wall protection system, cubicle curtains, entrance flooring system, performance louver.

Key Deliverables:

- ⇒ Checking the accuracy of orders and issuing invoices.
- ⇒ Building and maintaining healthy business relations with major clients, ensuring maximum customer satisfaction by meeting requirement & quality norm.
- ⇒ Responsible for planning, coordinating, and monitoring logistics operations such as warehousing, inventory, transportation, and supply chain processes
- ⇒ Maintaining sales records, and compiling monthly sales report
- ⇒ Process sales orders and payments, arrange deliveries and offer after-sales support.
- ⇒ Submitting the samples to the contractors and to the clients.
- ⇒ Preparing monthly sales report including client wise sales analysis, product wise sales analysis, Profitability analysis, marketing activity report, collection report, and projects achieved report, performance evaluation of the subordinates etc.

Oct'06 – Mar'13 Sales Executive
National Marketing Est., Riyadh, Saudi Arabia

Reporting to – Regional Sales Manager

The Growth Path:

Oct 06 – Mar13 Sales Executive

Major Products Handled: PVC, UPVC & CPVC pipes and fittings

Key Deliverables:

- ⇒ Preparation of quotations in accordance with customer's requirements presenting appropriately to make a sale.
- ⇒ Timely follow-up on the progress of quotations submitted to the customers.

- ⇒ Negotiating the terms of agreement and closing sales.
- ⇒ Co-ordinates with logistics supervisor to ensure on-time deliveries of orders.
- ⇒ Maintaining and developing good relationships with existing customers via phone call or email.
- ⇒ Ensures that sufficient stocks are available to supply to customers.
- ⇒ Liaising with suppliers to check the progress of existing orders.
- ⇒ Gathering customer's information, with the aim of understanding their businesses and requirements.
- ⇒ Representing the company at trade exhibitions & events.
- ⇒ Maintains samples and manage display cabinets.
- ⇒ Gather relevant information from competitors such as pricing and promotions.
- ⇒ Closely monitoring of own sales performance aiming to meet or exceeded target.

Commenced career with GEEP Industries Ltd., Allahabad, India as Territory Sales Supervisor. (Jul'04 – Jun'06)

PROFESSIONAL ENHANCEMENT

- ⇒ Participated in a Conference on the upcoming real estate projects in Saudi Arabia in May'14. (Hosted by reputed Construction Week Online magazine). The participants included Deputy Mayor of Riyadh, leading consultants and real estate developers.
- ⇒ ISO 9001:2000 Awareness Program conducted by Construction Specialties -Saudi Arabia.
- ⇒ National Marketing product training Course at Intercontinental hotel in Sep' 09, Riyadh.
- ⇒ Selling Skills Course.

ACADEMIC PROJECTS

- ⇒ Performing Trade Channel Management Study for Pepsi Co., Bajaj Auto & ITC at Allahabad, India. (Jun'03 - Jul'03)
- ⇒ Preparing Marketing Plan for launching Car-audios at national level in India. (Nov'03 - Dec.03)

EDUCATIONAL QUALIFICATIONS

MBA (Marketing)	Indian Institute of Planning and Management, New Delhi, India	2004	Scored 62%
B.Com.	University of Allahabad, India	2001	Scored 55%

MEMBERSHIP

- ⇒ Associate Member of Indian Expatriate Forum (Riyadh Chapter).

IT FORTE

- ⇒ Expertise in MS Windows, MS Word, MS Excel, MS Power Point, MS Outlook.

PERSONAL MINUTIAE

Date of Birth	: 15 th Jan, 1982
Present Address	: Riyadh, Saudi Arabia.
Permanent Address	: B-747, G.T.B. Nagar, Allahabad - 211016, Uttar Pradesh, India
References	: Available on request
Languages Known	: English, Arabic, Urdu & Hindi
Nationality	: Indian
Marital Status	: Married
No. of Dependants	: 3
Visa Status	: Saudi Resident Permit
Driving License	: Valid Saudi Arabia Driving License
Preferred Location	: Riyadh, Saudi Arabia
