



SALES EXECUTIVE

SAJEEB K SULAIMAN

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Personal Data:

Date Of Birth :13-03-1981

Nationality :India

Sex :Male

Marital Status :Married

Address :Deira, Dubai

Passport Details

Passport No : V1014300

Date of Expiry : 24.04.2031

Languages Known:

English, Hindi, Arabic , & Urdu

Visa status: Visit Visa

System undergone:

- Microsoft Word,
- Excel
- Power point
- Outlook
- Mitsubishi catalogue software
- Fuso catalogue software
- Kerridge software

PERSONAL STATEMENT

A position with an organization where I can utilize the best of my skills and abilities that fit to my education. Skills and experienced a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company

WORKING EXPERIENCE

- ❖ I have worked as a Sales Man Cum Store Keeper in AL Habtoor Motors Auto Spare Parts in Dubai UAE (10 years' experience)
- ❖ I have worked as a Sales Man Cum Driver in V-PACK Trading Co. (Disposable Products) in Kerala, India (3 years' experience)
- ❖ I have worked as a Driver Cum Guide in Seego Travels in Kerala, India (6 years' experience)

DUTIES & RESPONSIBILITY

- ❖ The walk-in customers in selecting required parts, suggest additional parts needed for the job, and up-selling, offer any specials and ensure the customer is exposed the full product line.
- ❖ Pulled the purchased parts from stock and created an invoice by computer or manual invoice.
- ❖ Providing customer assistance by selling parts to retail and wholesale customers.
- ❖ Ensuring a positive relationship with customers continues through friendly, knowledgeable, and helpful staff.
- ❖ Ensuring the parts department is swept and dusted daily, ensuring that all inventory is fronted and presentable, and maintaining a clean and organized work area.
- ❖ Maintaining the stocking levels in accordance with min's and max's
- ❖ Preparing and processing the purchase orders as directed by the parts manager.
- ❖ Maintaining inventory, pricing, cost, bin locations, etc. assisting in matching vendors invoices with packing slips.
- ❖ Conducting cyclical inventories as directed by the parts manager. Maintaining the pricing margins.

Skills:

- Business development & marketing skills
- Brand management
- Research & strategic
- Sales administration & team work
- Time management
- Cold calling
- Decision solving
- Business Intelligence
- Credit control
- Customer service & Relationship
- Negotiation
- Quotation

- ❖ Preparing quotes for custom truck accessories and hitch installation.
- ❖ Maintaining and growing web parts store. Packaging and Processing the web orders
- ❖ Assisting the service techs in finding need parts and charging to the repair orders.

PERSONAL SKILLS

- ❖ Checking in and posting of orders into inventory utilizing parts scan technology
- ❖ Provide exceptional service to all customers and vendors
- ❖ Provides parts support to service department
- ❖ Assist in maintaining perpetual inventories
- ❖ Help maintain cleanliness and professional appearance of the service counter, work area and stockroom
- ❖ Assist with daily inventory, receiving, stocking and shipping
- ❖ Maintain records of time, expenses and materials

ACADEMIC QUALIFICATION

- ❖ **Secondary school**

DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given an opportunity to serve you, I assure you that my wealth of knowledge will surely add value to your company and will satisfy my superiors.

SAJEEB K SULAIMAN