



FOUSSAN SHAJAHAN

SALES MANAGER

CONTACT



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SKILLS

- Organizational
- Customer Service Skills
- Sales Skills
- Communication Skills
- Interpersonal Skills
- Problem-solving
- Time management
- Decision Making
- Team leadership
- Commitment & Enthusiasm
- Product knowledge
- Flexibility
- Adaptability
- Product Knowledge- MS Office(Excellent Skills in Excel, PowerPoint, and word).

SUMMARY

A professional with 8 years of experience in growing revenue and expanding market share by fostering Business development initiatives ,Digital marketing, Sales coordination and also have the experience in Office Administration as well, which in turn will fulfill the corporate mission of the organization.

EXPERIENCE

Purchase Cum Sales Manager
AM Traders, Kollam, India.

July 2020 – Present

- Develop long-term relationships with customers and suppliers.
- Negotiate purchasing and sales contracts.
- Ensure sales and purchasing contracts are executed.
- Regular Market Study and aware of Price and demand of the Commodity.
- Follow raw materials markets and develop purchasing strategies.
- Be a part of budgetary meetings.
- Communicate with various stakeholders and keep them informed.
- Create regular reports on purchases and sales.

Sales Manager

December 2019 – June2020

Olive Island Advertisements & Gifts LLC, Dubai, UAE.

- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence.
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs, Present sales, revenue, and expenses reports and realistic forecasts to the management team.
- Identify emerging markets and market shifts while being fully aware of new products and competition status.

Sales Manager

Mar 2018- Nov 2019

Eimoas International FZE, Ajman, UAE.

- Assist office staff in maintaining files and databases.
- Prepare reports, presentation, memorandums, proposals, and correspondence, assign jobs and duties to office staff as needed.
- Monitor office operations.
- Schedule appointments and meeting for executive and upper staff level.
- Serves as the go-to for office inquiries and conflicts.
- Manages staff schedules. CRM Updation
- Track's office supply inventory and approve supply orders.
- Supervises all administrative personnel.

LANGUAGES

English	
Malayalam	
Tamil	
Hindi	
Arabic	

PERSONAL DETAILS

Passport No : L6430102

Date of Expiry : 18.12.2023

Nationality : Indian

Date of Birth : 24.08.1991

Campaign Manager in Digital Marketing **Just Dial Limited, INDIA**

Feb 2016 to Jan 2018

- Design and oversee all aspects of our digital marketing department including our marketing database, email, and display advertising campaigns.
- Develop and monitor campaign budgets.
- Plan and manage our social media platforms.
- Prepare accurate reports on our marketing campaign's overall performance. Coordinate with advertising and media experts to improve marketing results.
- Identify the latest trends and technologies affecting our industry.
- Evaluate important metrics that affect our website traffic, service quotas, and target audience.
- Work with your team to brainstorm new and innovative growth strategies.
- Oversee and manage all contests, giveaways, and other digital projects.

Area Manager **Unidad Trading Company, INDIA**

Nov 2014 to Nov 2015

- Perform and analyze customer research, market research, existing market conditions plus competitor information.
- Researched market to establish new strategies – Cooperated with sales departments in conducting promotional activities to boost sales process.
- Maintained financial records and sales record of Area.
- Reviewed previous sales figures to establish and fix future sales target and initiatives. Developed annual plans and reports of Area to present to Board for approval.

Sales Engineer **Di-Sign Networks, INDIA**

Apr 2013 to 2014 Oct

- Prepared, managed, and organized meetings, conferences, travel arrangements and expenses report.
- Team meetings and briefings to discuss the week ahead and events.
- Meeting and setting team targets.
- Travelling and meeting appointments.
- Participated in everyday sales meetings for department.

EDUCATION

Master of Business Administration in Marketing (MBA) **2013 - 2015**

Bachelor of Technology in Computer Engineering (B.Tech) **2009 - 2013**

REFERENCE

References will be available upon request.