

SAIR SHAH

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PROFESSIONAL SNAPSHOT

SNAPSHOT: A result-oriented professional with an experience of 5 years in storage and sales verticals, seeking challenging roles in any industry. My stint as a professional football player for more than 10 years makes me a perfect team player who will strive to attain the team and organization's goals.

Professional Skills

Sales	Sales Strategies	Sales Support
Customer Acquisition	Technical Support	Target Achievement

- Keen planner and strategist with skills in identifying client/business and process needs, conceptualizing business solutions & strategies for achieving corporate goals, and establishing practices to deliver innovative solutions to business problems
- Extended expertise in understanding the process, understand operations sequences, and process parameters required to achieve quality characteristics
- Excels in liaising with clients, gauging client's requirements, suggesting appropriate business solutions, and achieving successful conversion of business opportunities into profitable deals
- Strong and decisive leadership competencies, yet flexible in responding to constantly changing organizational demands as exhibited by career progression
- Strong analytical and problem-solving skills, effective written and verbal communication skills, interpersonal skills, organizational and multi-tasking skills

PROFESSIONAL EXPERIENCE

Tilal Al Madina Industrial Equipments- Sharjah UAE

Designation: Sales and Accounts Executive

Key Deliverables (Jan 21- Till date)

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking, and referrals
- Setting up meetings with potential clients and listening to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services during industrial visits
- Create frequent reviews and reports with sales and financial data
- Negotiate/close deals and handle complaints or objections
- Gather feedback from customers or prospects and share it with internal teams
- Documents financial transactions by entering account information
- Substantiates financial transactions by auditing document
- Keep track of Accounts Payable & Receivables
- Responsible for generating sales tax invoices for customers
- Prepare salary, and overtime calculations for the workers and send them for management approval
- Prepare the salary file and send it to the WPS system for the timely disbursal of the employees' wages
- Mitigate the disputes with the workers and ensure that the work is not being disturbed
- Ensure that the incoming orders and prepared and installed at the customer's locations without any issue
- Arrange for the logistics of the products so that those are being delivered to the customers' locations

Travancore Titanium (A Government of India Undertaking)

Designation: Store Keeper

Key Deliverables (Jan 17- Dec 19)

- Receive and forward all types of goods and deliveries in and out of the company to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all incoming items to ensure proper levels

- Responsible to verify all goods arrived as per the agreed purchase, delivery note, and agreed quantity has been received
- Responsible for the day-to-day check on the storage facilities for upkeep and hygiene
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations
- Ensure the store requisition form is signed by the person collecting the goods and entered into the Inventory/Materials Management System
- Post all invoices using the MMS - Material Management System
- Conduct inventory audits to determine inventory levels and needs
- Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies
- Verify and track received inventory and complete inventory reports and logs.

Professional Football Career

**Designation: Captained Travancore Titanium Football Team
(Jan 12- Dec 19)**

- Represented Thiruvananthapuram district in All Kerala football championships
- Represented Kerala in All India football championships
- Selected to Santosh Trophy football camp three times consecutively
- Represented Titanium Football Club in various state level and national level tournaments
- Won the prestigious Dehradun Cup for Travancore Titanium Club
- Received Promising Player Award from Travancore Titanium football team
- Attended the coaching session with the Deputy coach of the Arsenal Football team

Educational Qualification:

- **Bachelor of Arts**, Kerala University in 2013
- **Plus Two**, Kerala
- **SSLC**

Technical Qualification:

- **Diploma In Computer Application**
- **Diploma In Civil Foundation (AutoCAD)**
- **Exposure to Microsoft Tools (Word, Excel, PowerPoint)**

PERSONAL MINUTIAE

Date of Birth:	08/09/1991
Languages Known:	English, Hindi, Malayalam, Tamil & Arabic
Mailing Address:	Al Nahda, Al Qusais, Dubai
Location Preference:	UAE
Passport No:	V6424611 (Expires on 2032)
Visa Status:	Employment
Driving License	Yes- UAE and Indian
References:	I will be pleased to furnish upon request

(Sair Shah)