

MOHAMMED SAIS MP

Sales Executive

PROFESSIONAL SKILLS

- Tally
- Well verse in Excel. MS Office
- Market research

AREA OF EXPERTISE

- Product introduction.
- Warehouse Operation.
- Staff & Users training

PERSONNEL PROFILE

- Email : msm80800@gmail.com
- Mob No: 054 536 2800

 UAE License Holder

PERSONNEL SKILLS

- Reliable and Professional
- Time Management.
- Team Player.
- Quick Learner

ABOUT

Results-driven sales executive with over 9 years of experience in a leading sales and marketing company. I am Applying for a suitable position where I would be able to utilize my knowledge and interpersonal skill and experience to achieve excellence and to contribute my service to the organization.

WORK EXPERIENCE

Dragoon facilities Management-Feb-2023 to May 2025

Sales executive

- Provide comprehensive administrative support to the national sales managers including calendar management, Scheduling of travel and accommodation.
- Maintain accurate record of business activities, contract and project document.

Event Coordination

- Plan coordinate and execute both internal and external events such as conferences, Seminar and team building activities.
- Host international events, ensuring seamless logistics by coordinating with travel agent and external vendors.
- Coordinatre the issuance of travel tickets and accommodation arrangement for participants.

Financial Management

- Monitor expenses and ensure financial discipline within the assigned budget for the event and administrative activities.
- Compile department expenses, conduct expense checks and submit detailed report to the finance department.

Sales Executive

Farbe LLC | Dec'20 - JAN -23

- Create targeted audiences based on a combination of first- and third party audience data.
- Develop relationships with agencies and internal stakeholders.
- Support framework for first party remarketing efforts.
- Sales Coordination of our Existing Customers and Follow up with New & Potential Customers and converting them.
- Conduct day to day project implementation across multiple teams.
- Maintain multiple report to support and forecast trend and outcomes of the product development in market.

PERSONNEL INFORMATION S

- DOB : 4th July 1992
- Nationality : Indian
- Visa Status : Visit Visa

Sales Executive

Alphamed / AL KHAYYAT INVESTMENTS | May 2015 – Sept'20

TEFAL, Moulinex Household items, 5 Year experience in sales and sales return, Pyrex house hold, consumer goods like tuna, rio, Lavazza.

- Regular Client Visits to ensure a Continued Cordial relationship is maintained.
- Specialized in return RMA Works, replenishment process, Sales of specialized products.
- Draft reports of product sales and revenue to present to company executives.
- Communicate with current clients to discuss the amount of sales, customer satisfaction & future contracts.
- Creating leads and new Business accounts to ensure increased sales in my assigned territory.
- Ensuring the sales with respect to the target in Dubai and northern emirates
Ensuring accurate stock available in stock for the smooth flow of operation.
- Making sure the team achieves the assigned target within time and resources provided.
Preparing and analyzing various report for ensuring smooth sales flow. Product movement planning.
Setting Target for every month and publishing various report to sales team for smooth functioning.

Assistant Acc / Supervisor

Blossom Wholesale & Retail Fancy | Apr 2014 – Dec 2014

- Monitoring purchase and stock availability.
- Income and sale booking in the system database.
- Guiding merchandiser for proper shelf placement.
- Making Sure of the delivery for the order placed in the online portal.
- Preparing reports for sales targets and achievement.
- Making sure of the goal over last year is moving high.

EDUCATIONAL HISTORY

B-Com-Computer Application

Periyar University | June 2011 - April

2014

Senior secondary education-CBSE

TAV - Kannur | June 2009 - mar 2011

DECLARATION

I hereby informed that the above information is true to the best of my knowledge. I am responsible for the above particulars are true and up to date.