

**ABDULLA MUNEER M A**  
Curriculum Vitae

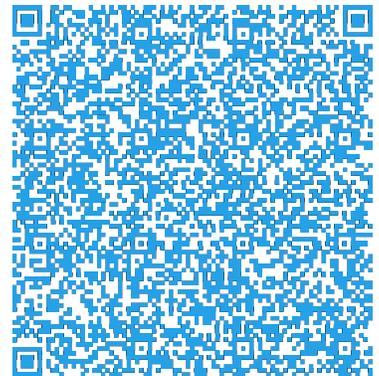


**SALES EXECUTIVE & OFFICE MANAGER**

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# ABDULLA MUNEER M A

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## SALES EXECUTIVE | AND OFFICE MANAGER

### CAREER SUMMARY

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Ensure the availability of stock for sales and demonstrations
- Competent & diligent professional with 3+ years of rich experience in managing Office Administration, Hospitality Management and implementing measures / modifications in the operating procedures to optimize resources. Hands on knowledge in developing procedures, service standards and operational policies for hospitality upkeep.
- Deft in managing wide spectrum of administrative tasks including maintenance of office equipment, vendor management, monthly and quarterly finance reporting, purchasing, stationery records, inward and outward mails and coordination between business units and offices.
- Knowledgeable in observing, implementing and controlling office hygiene, tidiness, orderliness, waste of stationeries, absenteeism and late reporting of staffs. Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.
- Proven ability to provide a high level of Customer Service surpassing market standards. Excellent leadership, negotiation, oral/written communication, interpersonal, intuitive, and analysis skills; thrives in both independent and collaborative work environments

#### **Core Expertise:**

### CAREER HISTORY

**-CALTEX GENERAL TRADING**

**SALES EXECUTIVE & OFFICE ADMINISTRATOR (JAN 2022 TO TILL DATE)**

**-SMART OFFICE EQUIPMENT LLC, RAS AL KHAIMAH, UAE**

**SALES EXECUTIVE AND OFFICE ADMINISTRATOR (FEB 2016 TO DEC 2021)**

**-AMTOMS INSTITUTE OF INFORMATION TECHNOLOGY, KASARAGOD, INDIA**

**Office Administrator and Customer Representative (May 2015 – Sep 2015)**

**-International travel network, Riga, Latvia**

**Customer Representative (Dec 2014 – March 2015)**

**-CAPRICON SYSTEM, Kanhangad, India**

**Office Administration and Customer Representative (Sep 2012– Sep 2014)**

## DOMAIN SKILLS

- Proven experience as a Sales Executive or relevant role
- Thorough understanding of marketing and negotiating techniques
- Fast learner and passion for sales
- Self-motivated with a results-driven approach
- Handle the retrieval of documents either as directed by employees or clients. There may be a records request system in place in which the Document Controller receives requests, logs the requests in a database system and then provides the requested materials or it may be more informal.
- Ability to keep clear and accurate records and reports.
- Ability to use computer and rapidly input data and retrieve records and information.
- Ability to organize work load and to manage a filing methods and management techniques
- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation
  
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Managing Office Administration, Office maintenance including housekeeping, vendor management, general operations, Vendor coordination and stationery maintenance and payment processing.
- Maintaining and managing upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements.
- Liaising and coordinating with various departments within the corporate office and all branch offices, following up on pending issues and actions.
- Taking care of all admin activities including Maintenance, preparation, analysis, negotiation, and review of utility contracts, Record keeping, Office supplies Procurement & Disposal, Vendor management etc.
- Ensure all service levels as agreed are matched to the client's expectations as per the length and breadth of the contract.
- Corresponding and communicating on the company behalf including checking & responding to the e-mails with strict confidentiality.
- Maintains a variety of financial records such as petty cash fund, Purchase orders and cheque requisitions. Provide a yearly performance evaluation/assessment of employees within the FM.
- Processing payroll and supplier invoices, ordering new stock and maintaining stock levels and liaising with suppliers regarding queries
- Providing high level administrative support involving efficient management of office equipment, communication instruments, office automation, office administration and transport
- Anticipating and identify potential problems in relation to issues arising, particularly when priorities can change at very short notice.
- Good knowledge on computer application and software's, analytically and mathematically strong.
- Directing the work flow, supervising and training the associate analysis
- Preparation and presentation of periodical quality and efficiency reports

## EDUCATION

- ▣ **Bachelor of Commerce** from Navabharath Educational Research Foundation , India- 2012
- ▣ **Network technician in government ITI kasaragod**, India- 2012

## TECHNICAL CERTIFICATION

☒ **Diploma in network technician (MS- office suite, internet, LAN , WAN and router connections)**

### IT SKILLS

Proficient in Windows, MS Office, Photoshop, software installation, Outlook, Internet and Email Applications

### PERSONAL DETAILS

☒ **Date of birth:**16<sup>th</sup> APRIL 1990

☒ **Languages :**English, Hindi and Malayalam

☒ **Nationality:** Indian

☒ **Driving License:** Valid UAE

☒ **Passport no:**T4368097

☒ **Visa status:** Residence visa