

MAQSOOD MOHAMMED

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Career Objective:-

To work in an organization that values hard work, sincerity and provides quality environment, which enriches my positive work attitude and provides me an opportunity to share ideas where my role exist.

Professional Experience:-

- Worked as Senior Counter Salesmen & Purchase Officer With Jasi Building Materials Trading Llc Dubai UAE Since Apr 2018 to Apr 2020
- Worked as Accounts Assistant Cum Sales Coordinator with Buildmax General Trading Llc Dubai UAE From June 2014 to Feb 2018
- Worked as Salesmen with Indur Traders Llc From 2011-2014 Nizamabad INDIA

Roles and Responsibility:-

- ❖ Allocate & communicate with potential leads and transfer them to solid contacts
- ❖ Maintain & update sales contacts & Accounts
- ❖ Build up meetings requests for presentations, site surveys and contract negotiations
- ❖ Maintain and update proper and solid information in company's dedicated sales database software
- ❖ Prepare proposals, quotes, contracts, or presentations for potential solar customers ensuring the transfer from Lead to Contract
- ❖ Develop content for sales presentations or other materials, develop proposals for current or prospective customers, prepare sales or other contracts
- ❖ Provide customers with information such as quotes, orders, sales, shipping, warranties, credit, funding options, incentives, or tax rebates
- ❖ Explain technical product or service information to customers, explain financial information to customers

- ❖ Gather information from prospective customers to identify their needs
- ❖ Support marketing or strategic plans for sales territories
- ❖ Represent company in events and/or conferences whenever
- ❖ Ensure timely processing of bills entry in Tally 7.2,ERP 9 and verification of bills
- ❖ Keep track of physical stock and tally with computer records
- ❖ In charge for issue, receipts, inventory, stocking and making computerized entries for the related items. Maintain inward and outward on daily basis
- ❖ Attending & Meeting with Suppliers for Purchase to maintain stock level
- ❖ Preparing Local purchase orders as per requirement
- ❖ Maintaining the stock ledger
- ❖ Coordination with drivers for timely delivery of the materials
- ❖ Handling of Indoor customers and follow up with their inquiries
- ❖ Preparation of debit and credit notes
- ❖ Handle customer inquiries both telephonically and by email
- ❖ Provide customers with product and service information
- ❖ Design and Executive the Annual stock taking every year

Professional Qualification:-

- Bachelor of Commerce(Computers) (B.com CS) Osmania University-2010
- Board Of Intermediate C.E.C (Commerce, Economics & Civics)-2007
- Board of Secondary Education S.S.C-2005

Technical Skills:-

- ❖ Tally 7.2,ERP 9, M.S. Word, Excel, Power point and Internet surfing.
- ❖ Excellent intellect and logical thinking skills, Accepting Responsibility
- ❖ Excellent Communication, Negotiation & Problem Solving Skills
- ❖ Fluency in written and spoken English
- ❖ Good command of English ,Hindi, Urdu

Personal Details:-

- Profile: Male, 31, Married
- Nationality: Indian
- Passport Number: U9799895
- Languages Known: English, Hindi ,Urdu, Telugu
- Work Experience: 10 Years

I hereby declare that the above information is legally true Thanks

Date:

(**MAQSOOD MOHAMMED**)

