



Nawaz Khan

Senior Executive Cum Sales Coordinator

A Sales Professional with 7+ Years of experience, training and supervising sales staff while planning and implementing sales strategies. Seeking to bring my proven track record of improving sales in the automobile industry.



nawazkhan2121@gmail.com



+91 9121091720



10-6-43, Masab Tank
Hyderabad, Hyderabad, India



9121091720



facebook.com/nawazkhan2121

1

SKILLS

Operations Management

Quality Assurance

Business Development

Computer Proficiency

Written and Verbal
Communications

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Arabic

Limited Working Proficiency

Telugu

Limited Working Proficiency

Urdu

Limited Working Proficiency

WORK EXPERIENCE

Business Associate

Real Value Auto

01/2018 - Present

Hyderabad, India

Achievements/Tasks

- Handled selection, purchasing and selling of used vehicles.
- Promoted products on social media, and word-of-mouth initiatives.

Senior Commercial Executive Cum Sales Coordinator

Oman Trading Establishment (Hyundai)

07/2012 - 08/2017

Muscat, Oman

Achievements/Tasks

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Generating & Handling Issues relating to Sales order, Delivery order and Invoice, Purchase Order and sales Receipt Notes on an integrated ERP System through SAP SD Module.
- Planning for day to day vehicle delivery requirements, viz., PDI and Stock Movement in coordination with Vehicle Yard.
- Monitoring inventory, office stock and ordering supplies as necessary and maintain adequate Stock Management.
- Arrange vehicle from variant branch location and coordinate with logistics for vehicle movement on ERP SAP Module (Non availability of Specific model in Yard).
- Coordinate with the valued customers regarding the offers and schemes for improving sales.
- Direct Showroom Class III staff for any support regarding vehicle management and servicing and make sure customer's delight.
- Achieve growth and hit sales targets by successfully managing the sales team.
- Service and warranty update requisition sending to Service through ERP.
- Prepare Daily Sales Report on SAP and submit to the Management.

Accounts Executive

Al Waqar Trading and Cont. Est.,

06/2011 - 06/2012

Muscat, Oman

Achievements/Tasks

- Ensure financial information to management by researching and analyzing accounting data and prepare reports.
- Supervise the staff's handling accounts payable and ensure required work standard is maintained.
- Maintain vendors' records and ensure that the statement of accounts submitted to Finance Manager.
- Prepare Suppliers Aging Report and Schedule of payments on weekly basis and Supplier Payment on monthly basis.
- Review and Check payments to Suppliers if incoming invoices are duly approved by authorized person.
- Prepare supplier reconciliation report required by the External Auditor.
- Carry out other duties as directed by the Finance Manager.



NAWAZ KHAN



nawazkhan2121@gmail.com



+91 9121091720



Hyderabad, India

INTERESTS

Cricket

Travelling

Music

Photography

WORK EXPERIENCE

Accounts Executive

Dr. Sayani's Surgicals and Rehabilitation Centre

02/2010 - 01/2011

Hyderabad, India

Achievements/Tasks

- Raising Sale invoices and Prepare Purchase Orders, Cash Vouchers and Receipts on Focus 5.5.
- Maintain Bank Receipts and Reconciliation of Bank Statements against the cheques payables and receivables.
- Prepare Petty Cash Receipts and Payments and maintain day to day records of accounts.
- Monitoring collections and follow up for outstanding dues. Month to Month Bank Statement Following & Making Reconciled.
- Prepare Sales Order, Delivery Notes and Invoices.

EDUCATION

Bachelor of Commerce

Osmania University

05/2006 - 05/2009

Hyderabad, India

C.E.C

Board of Intermediate Education

04/2004 - 04/2006

Hyderabad, India

Secondary School Certification (S.S.C)

Board of Secondary School Education

03/2004

Hyderabad, India

TECHNICAL SKILLS

SAP SD Module (Enquiries, Quotation, Sales Order, Pricing, Production (Inventory control), Delivery & Invoicing).

Accounting Packages (Tally, Focus).

Implementing, Managing, and Troubleshooting Hardware Devices and Drivers, Installation and Maintenance of Desktop applications like MS-Office and customized applications, Installation of Antivirus, updates, Managing Printers, Local Printers Implementing, Managing, and Maintaining IP Addressing.

Typewriting English, M.S Office (Word, Excel, PowerPoint & outlook), Internet Basics.

ACHIEVEMENTS

Achieved Best Seller Award in the Year 2016 from Hyundai.

Implemented Efficient Marketing Strategies for increasing sales and achieved maximum sales target for the financial year.