



MOHAMMAD YASAR UDDIN

PROFESSIONAL SUMMARY:

Detail-oriented and organized professional seeking a position in car rental administration and purchasing where I can utilize my skills in document preparation, financial management, and coordination with suppliers to contribute to the efficient operation of the garage.

WORK HISTORY

ALIF CAR RENTAL & ALIF GARAGE LLC

November 2022 – Present (**Dubai**)

TELESALES EXECUTIVE

Duties & Responsibilities

- **Outbound Sales Calls:** Conducted high-volume outbound calls to potential and existing customers to promote products and services.
- Achieved sales targets by effectively presenting product features and benefits to prospects.
- **Lead Generation and Qualification:** Generated leads through cold calling, follow-up calls, and referrals. Qualified leads based on predefined criteria to ensure they met target customer profiles.
- **CRM:** Utilized CRM tools to track interactions, schedule follow-ups, and manage sales pipelines.
- **Sales Pitch and Presentation:** Delivered persuasive sales pitches over the phone, addressing customer needs and overcoming objections. Customized sales presentations and scripts to match the interests and requirements of individual clients.
- Prepared quotations for vehicle parts required after accidents, liaising with customers to ensure satisfaction and timely repair. Implement office policies and procedures to streamline operations and improve efficiency.

YK TRADERS February 2015 – March 2022 (**India**)

SALES EXECUTIVE CUM ACCOUNTANT

Duties & Responsibilities

- Monitored personal sales performance against targets and KPIs.
- Provided regular reports and feedback on sales activities, outcomes, and market trends to management.
- Utilized CRM tools to track interactions, schedule follow-ups, and manage sales pipelines.
- Participated in training sessions to stay current with product knowledge, sales techniques, and industry trends.
- Prepared office and employee petty cash statements.
- Managed the enterprise's various administrative tasks.

Professional and Academic Qualification

2012-2015 – **BBM**, Satavahana university, Telangana, India.

2010-2012 - **Board Intermediate**, (Commerce) Hyderabad.

2010 - **SSC -Board of Secondary Education**, Hyderabad.

Mobile No: +971 - 54 474 7300

EMAIL: yasiruddin44@gmail.com

D.O.B: 09-OCT-1994

NATIONALITY: INDIA

VISA STATUS : OWN VISA VALID
TILL (07-2025)

PROFESSIONAL SKILLS:

Ability to work under pressure Analytical
Skills

Core Competencies Decision

Making Skills Interpersonal

Skills Time Management Skills

Team Management Skills

Organizational Skills

Enthusiasm to Work

IT SKILLS:

Proficient with MS Office

(Word, Excel, PowerPoint)

Spreadsheets Computer skills

Search Engines, Fire Fox,

Internet explorer, Google Tally

ERP9

Languages:

English, Hindi, Telugu,Urdu

Skills:

- Proficient in document preparation, including purchase orders, invoices, and financial reports.
- Strong attention to detail and accuracy in financial record-keeping and reconciliation.
- Excellent communication skills for coordinating with mechanics, suppliers, and other departments.
- Ability to analyze balance sheets, income statements, and cash flow statements to identify trends and anomalies.
- Skilled in managing petty cash and reporting cash flow status to management.
- Experience in providing administrative support and multitasking in a fast-paced environment.

Declaration:

I hereby declare that the statements mentioned above are true to the best of my knowledge and belief.

(Mohammed Yasar Uddin)